

PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010
Annual Plan for Fiscal Year 2006

NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) HAS BEEN COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICE

Housing Authority of the County of Marin
Annual and 5-Year Agency Plan
2006 – 2010

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**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the County of Marin

PHA Number: CA052

PHA Fiscal Year Beginning: 01/01/06

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at:
(select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**Certification by State or Local Official of PHA Plans Consistency
With the Consolidated Plan**

I Matthew Hymel the County Administrator certify that the Five Year and Annual PHA Plan of the Housing Authority of the County of Marin is consistent with the Consolidated Plan of Marin County, California prepared pursuant to 24 CFR Part 91.

Matthew Hymel

Date: October 11, 2005

Original Signature on file with HUD area office in San Francisco

**Certification for
A Drug-Free Workplace**

**U.S. Department of Housing
and Urban Development**

Applicant Name

Housing Authority of the County of Marin

Program/Activity Receiving Federal Grant Funding

Capital Fund, Low-Rent Public Housing Operating, Section 8 Housing Choice Voucher Program (PHSEP-close-out)

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

- | | |
|---|---|
| <p>a. Publishing a statement notifying employees that the un-lawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's work-place and specifying the actions that will be taken against employees for violation of such prohibition.</p> <p>b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace; (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.</p> <p>c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;</p> <p>d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her</p> | <p>conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;</p> <p>e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p> <p>f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</p> <p>g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.</p> |
|---|---|

Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

| | | |
|-----------------------|---|-----------------------|
| Marin City | 429 Drake Avenue, Marin City, CA 94965 CA052001 | CF,PH, PHDEP Closeout |
| Venetia Oaks | 263 N. San Pedro Road, San Rafael, CA 94903 CA052002 | CF, PH |
| Homestead Terrace | 140 Linden Lane, Mill Valley, CA 94941 CA052003 | CF, PH |
| Casa Nova | 35 Carmel Drive, Novato, CA 94945 CA052004 | CF, PH |
| Golden Hinde | 5 Golden Hinde Boulevard, San Rafael, CA 94903 CA052006 | CF, PH |
| Kruger Pines | 47 N. Knoll Road, Mill Valley, CA 94941 CA052007 | CF, PH |
| Administrative Office | 4020 Civic Center Drive, San Rafael, CA 94903 | Section 8 |

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | |
|---|---|
| Name of Authorized Official Title Christine Gouig | Title Executive Director |
| Signature . | Date (mm/dd/yy) October 11, 2005 |

form HUD 50071 (3/98)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

| | | |
|---|---|---|
| 1. Type of Federal Action: <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-bottom: 5px;">b</div> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance | 2. Status of Federal Action: <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-bottom: 5px;">a</div> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post award | 3. Report Type: <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-bottom: 5px;">a</div> <ul style="list-style-type: none"> a. initial filing b. material changes For Material Change Only: Year _____ quarter _____ Date of last repost _____ |
| 4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District , if known: VI | | 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District , if known: |
| 6. Federal Department/Agency: U. S. Department of Housing and Urban Development | 7. Federal Program Name/Description: Capital Fund, Public Housing, Section 8 Housing Choice Voucher Program CFDA Number, if applicable: _____ | |
| 8. Federal Action Number <i>if known:</i> | 9. Award Amount , <i>if known:</i> \$ | |
| 10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): <div style="text-align: center;">NONE</div> | 11. b. Individuals Performing Services (including address if (if individual, last name, first name, MI): different from No. 10a) (last name, first name, MI): <div style="text-align: center;">NONE</div> | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | | |
| Signature: Print Name Christine Gouig Title: <u>Executive Director</u> Telephone No. (415) 491-2530 Date: October 11, 2005 | | |
| Federal Use Only: | | Authorized for Local Reproduction Standard Form LLL (Rev. 7-97) |

**Certification of Payments
to Influence Federal Transactions**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

Applicant Name:

Housing Authority of the County of Marin

Program/Activity Receiving Federal Grant Funding

Capital Fund, Public Housing Operating Subsidy, Section 8 Housing Choice voucher Program
(and PHDEP closeout from prior year)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information in the accompaniments herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | |
|--|---|
| Name of Authorized Official Christine Gouig | Title Executive Director |
| Signature | Date (mm/dd/yy) October 11, 2005 |

form HUD 50071 (3/98)

5-YEAR PLAN
PHA FISCAL YEARS 2006 - 2010
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (Select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: ***To assist low to moderate income residents of Marin County to secure and maintain high quality affordable housing.***

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

☒ **PHA Goal 1: Maximize Affordable Housing Options in Marin County**

☒ Subgoal 1.1 Fully Utilize Section 8 and Public Housing Programs

- 5 Year: In the Public Housing Program achieve 98% lease-up rates annually as measured at fiscal year end. 1st Year: Achieve 970% lease-up rate in Public Housing program.
- 5 Year: In the Section 8 Housing Choice Voucher Program maximize the number of individuals served by utilizing 100% of the money allocated by HUD for HAP payments. 1st Year: Maximize the number of individuals served by utilizing the 98% of the money allocated to by HUD for HAP payments.
- 5 Year: Expand Assistline capability to provide housing search assistance to Section 8 Voucher-holders with one-to-one assistance projected for 100 Elderly Disabled clients over 5 years. 1st Year: Assist 20 Section 8 Elderly Disabled Voucher holders to locate and successfully lease affordable housing. Most of these are Voucher holders who need to transfer to a new unit.
- 5 Year: Turn over 100% of all vacant Public Housing units within 20 days of the vacate date. 1st Year: Turn over 98% of all vacant Public Housing units within 20 days of the vacate date.
- 5 Year: Utilizing the Project- Based Section 8 Program, maximize the number of units that can be reserved for low-income occupancy in Marin

County. Subject to Voucher availability, solicit proposals for the Project-Based Vouchers. 1st Year: Solicit proposals for Project

Based Program under RFP once this year. Lease all allocated Vouchers and monitor the program for compliance with HUD regulations.



Subgoal 1.2 Preserve Existing Affordable Housing Stock

- 5 Year: Perform housing quality inspections using the UPCS standards on 100% of public housing units annually as measured at year end. 1st Year: Perform housing quality inspections using the UPCS standards on 100% of public housing units.
- 5 Year: In the Public Housing Program perform 2,500 quality inspections using the UPCS requirements. 1st Year: Perform 500 quality inspections using the UPCS requirements.
- 5 Year: In the Section 8 Housing Choice Voucher Program perform 200 quality inspections using the HQS requirements. 1st Year: Perform 40 quality inspections using the HQS requirements.
- 5 Year: Secure annual funding for the Residential Rehabilitation Loan Program through the County's CDBG program and continue outreach through local jurisdictions and appropriate social service agencies. 1st Year: Obtain FY 2006 CDBG funding for the program and continue outreach.
- 5 Year: Complete 100 residential rehabilitation projects for low-income homeowners, including five group home rehabilitation projects over the five years. 1st Year: Undertake 20 rehabilitation projects averaging \$25,000 per home including one group home for a total of \$500,000 for the year.



Subgoal 1.3: Prevent Homelessness

- 5 Year: Prevent homelessness by providing loans and guarantees for security deposits and back rent to 500 families through the Rental Deposit Guarantee Program during the five-year period. 1st Year: Provide loans and guarantees to 120 families.
- 5 Year: Provide shallow subsidies to a total of 150 elderly or disabled families through the Rebate for Marin Renters (RMR) Program. 1st Year: Provide RMR shallow subsidies to 65 elderly or disabled households.
- 5 Year: Prevent homelessness by providing supportive services and rental assistance to a base total of 100 formerly homeless persons with severe psychiatric disabilities through the Shelter Plus Care program and add 5 new clients each year for a total of 85 by Year 2010. 1st Year: Provide Shelter Plus Care Vouchers and services to 100 formerly homeless individuals with severe psychiatric disabilities. Continue to provide supportive services to assist participants in maintaining their housing.
- 5 Year: Prevent homelessness by providing permanent affordable housing to 200 new Section 8 households and 200 new public housing households between 2006-2010. 1st Year: Provide permanent affordable housing to

(200) new Section 8 households and (50) new public housing households during FY 2006.

- 5 Year: Provide rental assistance to 35 individuals with HIV and AIDS through HOPWA. 1st Year: Provide rental assistance to 35 individuals with HIV and AIDS in FY 2006.

☒ Subgoal 1.4: Promote Homeownership Opportunities

- 5 Year: Maintain and add to current portfolio of 308 homes for low and moderate -income first time homebuyers through the Below Market Rate (BMR) Sales Program. Add new properties as developments are planned and built, within each local jurisdiction; market and re-sell existing BMR units to eligible households when offered for sale. Sell homes to 50 new first-time homebuyers during the five-year period. 1st Year: Maintain current portfolio and add 10 new first-time homeowners through a combination of new construction and re-sales of existing BMR homes. Participate in one workshop for first-time homebuyers.
- 5 Year: Provide Section 8 Homeownership Vouchers and assist up to 4 participants over the five year period. 1st Year: Enroll at least 1 participant in the Section 8 Homeownership Program. Apply for HUD funding to provide a Homeownership Coordinator.
- 5 Year: Obtain tax-exempt bond allocation each year from CDLAC for the Mortgage Credit Certificate Program sufficient to issue 50 MCC's to first-time homebuyers over the 5-year period.
1st Year: Obtain additional tax exempt bond allocations from CDLAC. Issue 10 MCC's at an average of \$35,000 for \$350,000 in MCC tax credit authority and approximately \$2.0 million in first mortgage money.

☒ Subgoal 1.5: Increase Access to Housing Opportunities by Increasing Tenant Incomes

- 5 Year: Increase access to housing opportunities by assisting 25 public housing residents and 100 Section 8 participants each year to achieve their individual self-sufficiency goals. 1st Year: Assist 50 public housing residents and 130 Section 8 participants to achieve contracted goals through FSS.
- 5 Year: Continue to increase the number of new persons by an average of 10 per year to a total of at least 50 new participants with escrow accounts. 1st Year: Increase the number of new participants with an escrow account by 10.

☒ **PHA Goal 2: Enhance Services to Clients, Business Partners and the Community at Large through Delivery of Efficient and Responsive Programs**

☒ Subgoal 2.1: Demystify Services through Enhanced Communication

- 5 Year: Over 5 years, respond to 25,000 callers at an average of 5,000 callers per year. 1st Year: Respond to 6,000 Housing Assistline calls in 2006.

- 5 Year: Provide engaging and informative briefings to all new Section 8 Voucher holders. Anticipate 8 briefings per year with a total of 100 clients oriented each year.
- 5 year: Provide information and referral assistance to 500 Senior and Disabled callers to the Senior Assist Line. 1st Year: Provide information and referral assistance to 100 Senior and Disabled callers to the Senior Assist Line.
- 5 Year: Participate in open forums or meetings with Marin City public housing residents on issues of specific or general concern, including Maintenance and Operation meetings and Security meetings. 1st Year: Sponsor or participate in 6 (12) open forums or meetings.
- 5 Year: Sponsor and/or participate in 72 Senior/Disabled resident meetings at each Senior Disabled Project to provide program and procedural updates 1st Year: Sponsor and/or participate in 6 Senior/Disabled resident meeting at each Senior Disabled complex.



Subgoal 2.2: Implement, Monitor and Improve Client Feedback Systems

5 Year: Develop and implement tools to obtain easy and immediate feedback from clients and landlords on MHA services. Incorporate client satisfaction tools into each major transaction. Review client feedback and self-correct. Develop and maintain two feedback surveys per year, or ten surveys during 2006 – 2010. 1st Year: Design and implement two user-friendly surveys to obtain feedback from clients.

- 5 Year: In 2006 – 2010, solicit input from residents as to what procedures or practices are confusing and/or burdensome in order to assist in prioritizing areas that would most benefit from different systems. 1st Year: Solicit input from public housing residents as to what procedures or practices are confusing and/or burdensome. Prioritize areas of focus for streamlining. Hold one session in Marin City and one in the Senior/Disabled complexes. Publish in the residents' monthly newsletters various procedures and practices that are discussed with residents.



Subgoal 2.3: Streamline External Procedures

- 5 Year: Improve and simplify procedures and systems for interfacing with Section 8 landlords. MHA's website provides information to landlords. MHA is currently exploring ways to add additional downloading forms to the web site. The MHA hotline provides landlords with a tool to advertise for tenants. 1st Year: Continue to increase the availability of forms and information to MHA's landlords through the use of the website.
- 5 Year: Update the website to include the Agency Plan, Administrative Plan, and the Occupancy Policy. 1st Year: update the website to include the Agency Plan.
- 5 Year: Improve the phone service by answering calls at the front desk quickly, returning calls within 24 hours, providing clear and concise information. 1st Year: Implement an automated phone attendant that will

allow callers to reach desired staff quickly, as a backup to the receptionist and for after hour callers.

☒ Subgoal 2.4: Streamline Internal Procedures and Systems

- 5 Year: Review and update as necessary the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy. 1st Year: Review and update the Section 8 Administrative Plan and the Occupancy Policy by December 31, 2006.

☒ Subgoal 2.5: Update Section 504 Assessment and Implementation Plan

- 5 Year: Review and update the agency's Section 504 Assessment and Implementation Plan. (This addresses accessibility for disabled individuals to agency programs and properties.) Revise policies and procedures if necessary. Review properties for compliance and make repairs or alterations as necessary. 1st Year: Review and update the Section 504 Assessment and Implementation Plan. Perform a complete review of all properties for Section 504 compliance. Prepare a comprehensive list of any repair work or alterations required and develop a timeline for completion.
- 5 Year: Review and update a 504 Compliance Program. Revise policies and procedures if necessary. Review properties for compliance and make repairs or alterations as necessary. 1st Year: Review and update Section 504 Compliance Policy. Perform a complete review of all properties for Section 504 compliance. Prepare a comprehensive list of any repair or alteration items with a timeline for completion.

☒ **PHA Goal 3: Continue to Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector**

Objectives:

5 Year: Develop a formalized collaborative of stakeholders, including Section 8 landlords, other property managers, commercial realtors, housing non-profit providers, local governments, program participants and MHA. 1st Year: Convene at least one meeting in FY 2006. Identify key resources and barriers to affordable housing opportunities and develop a strategy for engaging the participation of new landlords and retaining partnerships with existing landlords

5 Year: Sustain ongoing collaboration with the Marin County Sheriff, the Marin City Resident Council, the County Office of Drugs and Alcohol, BACR, Women Helping All People (WHAP), Performing Stars, and the Marin City public housing residents to sustain the fight against drugs in Marin City. 1st Year: Continue collaboration despite elimination of funding.

- 5 Year: Continue participation and leadership in the Marin Continuum of Housing and Services. Attend 50 Housing Council, 50 Service Committee and 50 Continuum Board meetings in the 5-year period. 1st Year: Continue active participation in the Continuum. Represent MHA at 10 Housing Council meetings, 10 Service Committee meetings and 10 Board meetings during FY 2006 and host Continuum projects. Play a critical role in the development of the Homeless Management Information System to collect data on people who are homeless in Marin. Work with other providers and leaders to develop the plan to end chronic homelessness in 10 years.

Annual PHA Plan
PHA Fiscal Year 2006
[24 CFR Part 903.7]

I. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**
- ☐ **Troubled Agency Plan**

II. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

MHA administers Section 8 and public housing programs as well as residential rehabilitation loan programs, various homeownership programs and several programs that provide supportive services to special needs groups. The Section 8 housing is located throughout the County and the public housing is located in six (6) complexes, of which one, Marin City, is a general occupancy complex and the others are for seniors/disabled.

As part of the Agency Plan process, MHA and its Board of Commissioners, with input from the Resident Advisory Board, has identified three (3) key goals. Each of these broad goals consists of several practical sub-goals designed to help MHA meet its targets over the next five (5) years. The three main goals are:

- 1) Maximize Affordable Housing Options in Marin County
- 2) Enhance Services to Clients, Business Partners and the Community at Large through Delivery of Efficient and Responsive Programs
- 3) Continue to Build Collaborations with other Agencies, Local Jurisdictions and the Private Sector

The Agency Plan covers the following components:

1. Housing Needs
2. Financial Resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Agency Operations & Management
6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Public Housing Designation Listing
10. Conversion of Public Housing to Tenant-Based Assistance
11. Homeownership
12. Community Service & Family Self-Sufficiency Programs
13. Safety & Crime Prevention Measures
14. Pets
15. Audit

16. Asset Management Statement
17. Resident Advisory Board Comments
18. Required Certifications

The major challenges facing Marin County are:

- An inadequate supply of affordable housing and significant barriers to creating more affordable housing
- An aging rental stock
- Changing demographics and the needs of program participants that increasingly extend beyond the need for shelter

This Plan attempts to address these issues and MHA is dedicated to working in a collaborative structure with other agencies in the County to create solutions.

MHA has worked closely with the County of Marin in completing an accurate picture of the needs of the County, based on the County's Consolidated Plan. In addition, MHA is an active member of the Marin Continuum of Housing and Services and is involved in many programs throughout the County including Shelter Plus Care, HOPWA, Residential Rehabilitation Loan Program, Below Market Rate home sales, Mortgage Credit Certificates, and others.

Section 8 and public housing tenant selection, admissions and occupancy policies are reviewed on an annual basis and updated as needed. These policies are presented in the Agency Plan and are available at the offices of MHA. Every update goes through a public process reviewed by the Resident Advisory Board and approved by HUD. Both the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy were completely reviewed and updated in 2005.

As part of the Agency Plan review process, MHA appointed a Resident Advisory Board, including recipients of the Section 8 Program. The Resident Advisory Board held four (4) meetings to review and comment on components of the Agency Plan. The Advisory Board's comments are included in the final Plan. The comments of the Resident Advisory Board are located in the Attachments under the Section titled *Resident Advisory Board*.

Financial constraints, staffing limitations, and the challenge of new technology all continue to have an effect on choices MHA must make in order to fulfill its mission. The Capital Fund and other grant sources are important to MHA in order to maintain the necessary funding to carry out its mission to create a safe and livable environment for all tenants and residents. Despite MHA efforts to put in place a transition plan with the Sheriff and other partners, the loss of PHDEP resources negatively impacted our momentum in addressing drug and crime problems in public housing.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Section 3, Page 92: Admissions Policy for Deconcentration
- ☒ Component 7, Page 37: FY 2006 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ Section 18D, Page 114: Resident Membership of the PHA Governing Board and Membership of the Resident Advisory Board (see Resident Comments)
- ☐ Voluntary Conversion Initial Assessments

Optional Attachments:

- ☒ Section 5, Page 34 : PHA Management Organizational Chart
- ☒ Component 7, Page 37: FY 2006 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Other (List below, providing each attachment name)
 - ❖ Section 18 D (1) Resident Assessment Improvement Plan
 - ❖ Section 18 D (2) Public Housing Complaint Procedure
 - ❖ Section 18 D (3) Public Housing Dwelling Lease
 - ❖ Section 18 D (4) Housing Choice Voucher Administrative Policy
Voucher Issuance and Briefing (Chapter 8)
Issuance of Special Voucher for Critical
Life-Threatening Circumstances
 - Section 18 D (5) Deconcentration Policy
 - Section 18 D, Page 110: Progress Report: 2005 Annual Plan Goals

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review | | |
|---|---|---------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working | 5 Year and Annual Plans |

| List of Supporting Documents Available for Review | | |
|---|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan |
| | Section 8 informal review and hearing procedures | Annual Plan |

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | N/A, no CIAP |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | N/A |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Voluntary Conversion of Public Housing |
| N/A | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| X | Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention PIC Submittal |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |

| List of Supporting Documents Available for Review | | |
|---|--|---------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| N/A | Other supporting documents (optional) (list individually; use as many lines as necessary) | |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have

housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|---------------------|--------|---------|--------------------|------|----------|
| <i>The data below is from CHAS Data set as posted on the 2005 website..</i> | | | | | | | |
| Family Type | Overall | Afford- -ability | Supply | Quality | Access -ability | Size | Location |
| Income <= 30% of AMI | 10,066* | 5 | 5 | 4 | 3 | 3 | 4 |
| Income >30% but <=50% of AMI | 9,325 | 5 | 5 | 4 | 3 | 3 | 3 |
| Income >50% but <80% of AMI | 15,572 | 5 | 5 | 4 | 2 | 3 | 3 |
| Elderly | 23,938 | 5 | 5 | 4 | 3 | 2 | 2 |
| Families with Disabilities | 11,958 | | | | | | |
| White | 86,765 | N/A | N/A | N/A | N/A | N/A | N/A |
| Black | 1,537 | N/A | N/A | N/A | N/A | N/A | N/A |
| Hispanic | 6,247 | N/A | N/A | N/A | N/A | N/A | N/A |
| American In. | 207 | N/A | N/A | N/A | N/A | N/A | NA |
| Asian/Pacific Is. | 3,889 | N/A | N/A | N/A | N/A | N/A | N/A |

*Numbers reflect households, not individuals

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| Housing Needs of Families on the Waiting List | | | |
|---|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input checked="" type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/sub-jurisdiction: Public Housing Combined List; <i>Elderly/Disabled Complexes and Marin City Family Complex</i> | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 2134 | | 70 households |
| Extremely low income <=30% AMI | 1472 | 69% | |
| Very low income (>30% but <=50% AMI) | 641 | 30% | |
| Low income (>50% but <80% AMI) | 21 | 1% | |
| Other singles | 221 | 10% | |
| Families | 951 | 45% | |
| Elderly families | 354 | 17% | |
| Families with Disabilities | 608 | 28% | |
| White | 969 | 45% | |
| Black | 709 | 33% | |
| Hispanic | 284 | 13% | |
| American Indian | 37 | 2% | |
| Asian/Pacific Is. | 135 | 7% | |
| Other | 0 | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0 BR | 681 | 35% | |
| 1BR | 352 | 18% | |

| Housing Needs of Families on the Waiting List | | | |
|---|-----|-----|--|
| 2 BR | 654 | 35% | |
| 3 BR | 235 | 12% | |
| 4 BR | 0 | | |
| 5 BR | 0 | | |
| 5+ BR | 0 | | |

Is the waiting list closed (select one)? ☐ No ☒ Yes

If yes: How long has it been closed (# of months)? Since 6/13/02

Does the PHA expect to reopen the list in the PHA Plan year? ☒ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☒ Yes
The MHA allows families and individuals who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County. Marin Housing allows individuals and families who have a family member who require a wheelchair accessible unit to process an pre-application when the waiting list is otherwise closed.

| | | | |
|---|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: | | | |
| Draft Data: September 2001 | # of families | % of total families | Annual Turnover |
| Waiting list total | 1317 | | -0- households |
| Extremely low income <=30% AMI | 1067 | 81% | |
| Very low income (>30% but <=50% AMI) | 250 | 20% | |
| Low income (>50% but <80% AMI) | 0 | 0 | |
| Families with children | 528 | 40% | |
| Elderly families | 226 | 17% | |
| Families with Disabilities | 368 | 28% | |
| Other: Singles | 195 | 15% | |
| White | 753 | 58% | |
| Black | 334 | 25% | |
| Hispanic | 115 | 9% | |
| American In. | 15 | 1% | |
| Asian/Pacific Is. | 90 | 7% | |
| Other | 0 | 0 | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0 BR | | | |
| 1BR | | | |
| 2 BR | | | |

| Housing Needs of Families on the Waiting List | | | |
|---|--|--|--|
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |
| <p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes: How long has it been closed (# of months)? Since 6/13/02</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> | | | |

- Waiting list data not available by income breakdown. Analysis of certified and/or eligible households shows that 79% of eligible households are extremely low income and 21% are very low income.
- The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows victims of domestic violence, households who are part of the witness protection program, and those who are victims of hate crimes to apply, when the rest of the waiting list is closed.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Please see Goals section for more specific annual implementation strategies for the MHA 5-Year Plan

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below) **See Goals**

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below) *See Goals*

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below) *Work with Area Agency on Aging to identify affordable housing opportunities*

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities

☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

See Section on Goals

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| 2005 Financial Resources: Planned Sources and Uses | | |
|---|----------------------------------|---|
| Sources | Planned \$ (estimate) | Planned Uses |
| 1. Federal Grants (FY 2005 grants) | | |
| a) Public Housing Operating Fund | | 1,108,831 |
| b) Public Housing Capital Fund | | 767,550 |
| c) HOPE VI Revitalization | 0 | |
| d) HOPE VI Demolition | 0 | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 25,867,944 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | -0-* | |
| g) Resident Opportunity and Self-Sufficiency Grants | | -0- |
| h) Community Development Block Grant | 18,751 190,500 | Section 8 Housing Advocacy Residential Rehab Loans |
| i) HOME | -0- | |
| Other Federal Grants (list below) | | |
| j) Shelter Plus Care | 966,012 | Rental Assistance for Mentally Ill |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |
| 3. Public Housing Dwelling Rental Income | 1,668,668 | |
| | | |
| 4. Other income (list below) | | |
| Interest and Investments | 14,500 | |
| Excess Utilities | 38,500 | |
| 5. Non-federal sources (list below) | | |
| | | Housing Assistance Team for case mgmt. Services to disabled residents |
| a) CA Dept of Mental Health | 219,050 | |
| Total resources | 30,860,306 | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to Complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ☒ When families are within a certain number of being offered a unit:
5—10, depending on bedroom size
- ☐ When families are within a certain time of being offered a unit:
- ☐ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) Inspections to determine homeless status and/or declaration for a certified homeless shelter.
- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- ☒ PHA main administrative office
- ☒ PHA development site management office
- ☐ Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? None
2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists ?

3. ☒ Yes ☐ No: May families be on more than one list simultaneously

If yes, how many lists?

A family can be on the Section 8 waiting list and public housing and any project based list that are open.

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office
- ☒ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☒ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA.

(4) Admissions Preferences

- a. Income targeting:

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

- b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA
(e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☒ Other: (list below)

As part of the MHA's deconcentration plan

- c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5))

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) (*MHA's Displacement Preference includes displacement by government action, victims of domestic violence and federal witness protection program only.*)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs *if graduated within the previous six months.*
- ☒ Victims of reprisals or hate crimes
- ☐ Other preference(s)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Lottery System

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Homelessness
- 3 Working or in an Education program
- 4 Veteran

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs *if graduated within the previous six months.*
- ☒ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list): *Social service agencies and drug rehab centers are all trained to give some basic information on rules of occupancy*

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing (Also see Attachments)

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments.
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments. If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d. was yes, how would you describe these changes? (select all that apply)

- ☒ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments

- ☒ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts—***MHA has only one family complex.***

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to Complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program vouchers.

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity
☒ Other (describe below)
Non-payment of rent, damages and record of tenancy

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☐ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☒ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
☒ Other (list below) the *project site office located in the Marin City public housing complex.*

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

As a reasonable accommodation to a disabled family and in cases where the family was unable to search due to verifiable medical or family emergency or other documented hardship reason.

(4) Admissions Preferences

a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5))

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)) (***MHA's Displacement Preference includes displacement by government action, victims of domestic violence and federal witness protection program only.***)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs ***who have graduated within the previous six months.***
- ☒ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Lottery System:

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Homelessness
- 3 Working or in an Education program
- 4 Veteran

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☐ Residents who work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility *programs if they graduated within the previous six months.*
- ☒ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
Homeless

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☒ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☒ Other (list below)

Send letters and/or flyers to a comprehensive list of social service agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to Complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
☒ For increases in earned income for previously unemployed household members or participants in the family self-sufficiency programs.
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
☒ For household heads for increases in earned income for previously unemployed household members or participants in the family self-sufficiency programs.
☒ For other family members for increases in earned income for previously unemployed household members or participants in the family self-sufficiency programs.
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No – Ceiling Rents no longer applicable – See Flat Rents

2. For which kinds of developments are ceiling rents in place? (select all that apply) Not applicable

☐ For all developments

☐ For all general occupancy developments
(not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) Does not apply

☐ Market comparability study

☐ Fair market rents (FMR)

☐ 95th percentile rents

☐ 75 percent of operating costs

☐ 100 percent of operating costs for general occupancy (family) developments

☐ Operating costs plus debt service

☐ The “rental value” of the unit

☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never

☐ At family option

☒ Any time the family experiences an income increase

☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)

☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

☒ The section 8 rent reasonableness study of comparable housing

☐ Survey of rents listed in local newspaper

☐ Survey of similar unassisted units in the neighborhood

☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to Complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program vouchers.**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The MHA uses the federally required hardship exemptions

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to Complete this section. Section 8 only PHAs must Complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.

See Attachment Organization Chart

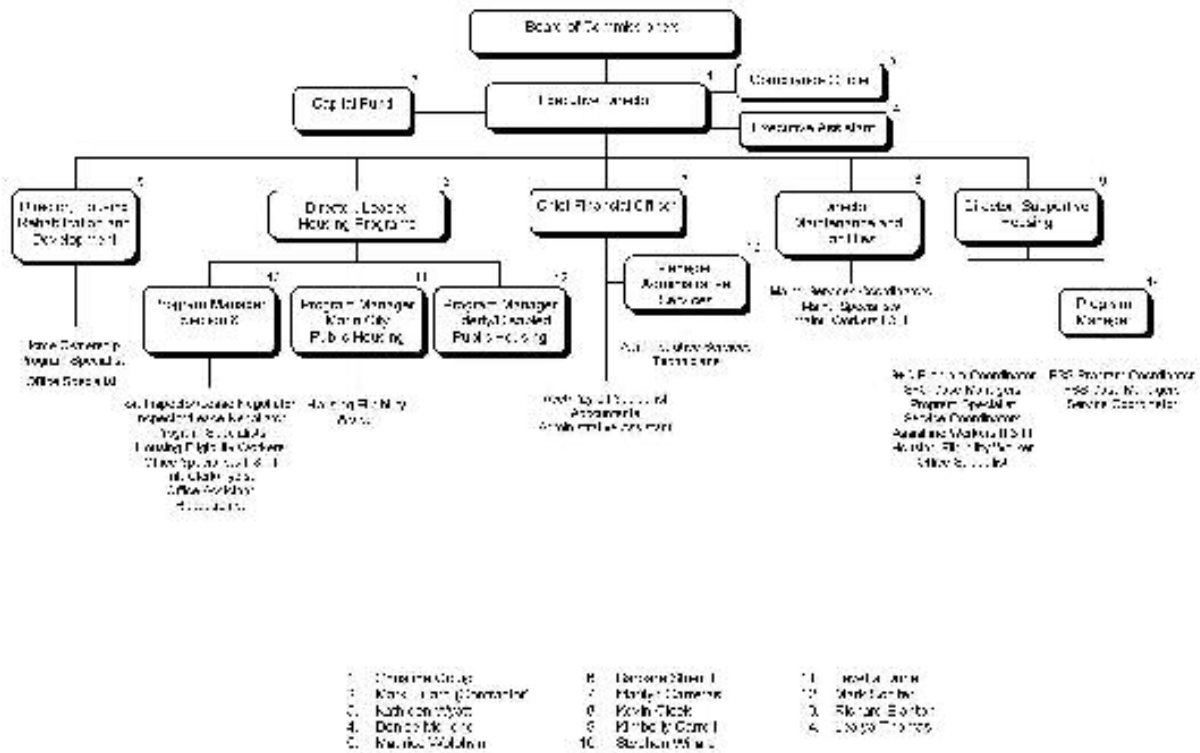
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

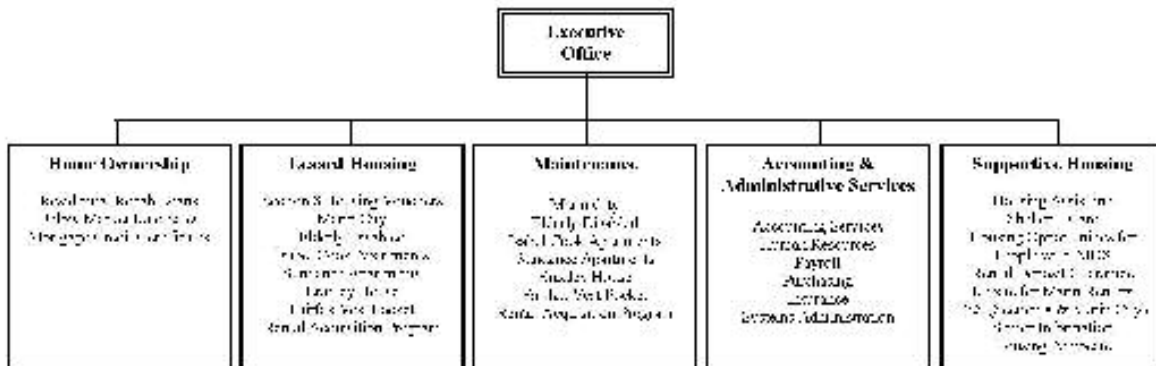
List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|-------------------|
| Public Housing | 490 | 72 |
| Section 8 Vouchers | 2109 | 1 10 |
| Section 8 Certificates | N/A | N/A |
| Section 8 Mod Rehab | N/A | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | Shelter Plus Care - 115 Housing for Person Living with HIV - 45 | 5 8 |
| Public Housing Drug Elimination Program (PHDEP) | Terminated 3/31/03 | |
| | | |
| Other Federal Programs (list individually) | R.O.S.S. – 130 | Rotating Clients |
| CDBG | Section 8 Advocacy - 360 | N/A |

Organization Chart



Organization Chart



C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Continued Occupancy Policy, including Rent Collection Policy
 - Personnel Policy
 - Procurement Policy
 - Asset Disposition
 - Schedule of Maintenance Charges
 - Maintenance Operations Manual, including Prevention and Eradication of Pest Infestation
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Injury and Illness Prevention Program
 - Risk Management Prevention & Remediation
 - Emergency Action Plan
- (2) Section 8 Management: (list below)
 - Administrative Plan
 - Personnel Policy
 - Procurement Policy
 - Asset Disposition
 - Injury and Illness Prevention Program
 - Emergency Action Plan
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Shelter + Care Policy Manual
 - HOWPA Policy Manual
 - RDGP Policy
 - RMR Policy
 - FSS Program Guidelines

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to Complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☒ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

**MHA has an informal conference with an impartial mediator and if that fails to resolve the issue there is a formal hearing before a three member hearing panel.
Our grievance procedure is located in the Occupancy Policy.**

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices

- ☒ Other (list below)
Marin City Public Housing Office

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?
If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☒ Other (list below)
Marin City office located at 429 Drake Avenue, Marin City, California, 94965

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must Complete 7A as instructed.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement

Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number
CA 39P05250106

FFY of Grant Approval: 2006

X Original Annual Statement (*Revised 9/23/05*)

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1. | Total Non-CGP Funds | |
| 2. | 1406 Operations | |
| 3. | 1408 Management Improvements | \$ 84,433 |
| 4. | 1410 Administration | \$ 88,500 |
| 5. | 1411 Audit | |
| 6. | 1415 Liquidated Damages | |
| 7. | 1430 Fees and Costs | \$ 10,000 |
| 8. | 1440 Site Acquisition | |
| 9. | 1450 Site Improvement | \$162,000 |
| 10. | 1460 Dwelling Structures | \$500,000 |
| 11. | 1465.1 Dwelling Equipment-Nonexpendable | |
| 12. | 1470 Non-dwelling Structures | |
| 13. | 1475 Non-dwelling Equipment | |
| 14. | 1485 Demolition | |
| 15. | 1490 Replacement Reserve | |
| 16. | 1492 Moving to Work Demonstration | |
| 17. | 1495.1 Relocation Costs | |
| 18. | 1498 Mod Used for Development | |
| 19. | 1502 Contingency | |
| 20. | Amount of Annual Grant (Sum of lines 2-19) | \$ 844,933 |
| 21. | Amount of line 20 Related to LBP Activities | |
| 22. | Amount of line 20 Related to Section 504 Compliance | \$ 15,000 |
| 23. | Amount of line 20 Related to Security | |
| 24. | Amount of line 20 Related to Energy Conservation Measures | \$ 5,000 |

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| CA39P052001 Golden Gate Village | General Site Labor | 1450 | 41,000 |
| | Repairs to Landscaping & Irrigation System | 1450 | 20,000 |
| | Repair Broken Underground Water Lines | 1450 | 5,000 |
| | Repair Broken Concrete Sidewalks & Stairs | 1450 | 10,000 |
| | Interior/Exterior Painting Improvements | 1460 | 81,500 |
| | Replace Kitchen Cabinets in Low-Rise Apts. | 1460 | 150,000 |
| | General Dwelling Unit Labor | 1460 | 60,000 |
| CA39PO52003 Homestead Terrace | Partial Funding to complete building repairs. (siding repairs, fencing, gutters, painting, and community building.) | 1460 | 40,000 |
| CA39PO52006 Golden Hinde | Replace Flat Roofing on 7 Buildings | 1460 | 80,000 |
| CA39PO52007 Kruger Pines | Replace Flooring in Public Areas | 1460 | 10,000 |
| | Replace Remaining Original Mailboxes | 1460 | 2,000 |
| | Replace Retaining Wall & Reconfigure the Parking Lot | 1450 | 25,000 |
| PHA Wide 052 Agency Wide | Procurement Coordinator | 1408 | 35,500 |
| | Facilities & Services Manager | 1408 | 53,000 |
| | Contract Administrator | 1410.2 | 84,433 |
| | Architectural & Engineering Fees | 1430 | 10,000 |
| | General Site Labor | 1450 | 41,000 |
| | Repairs to Landscaping & Irrigation Systems at Elderly/Disabled Complexes. | 1450 | 15,000 |
| | Repair broken concrete sidewalks & stairs. | 1450 | 5,000 |
| | Painting Improvements at Elderly/Disabled Complexes. | 1460 | 76,500 |
| | | | |

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development Number/Name HA-Wide Activities | All Funds Obligated | All Funds Expended |
|--|---------------------|--------------------|
| CA39PO52001 Golden Gate Village | 8/18/08 | 8/18/09 |
| CA39PO52003 Homestead Terrace | 8/18/08 | 8/18/09 |
| CA39PO52006 Golden Hinde | 8/18/08 | 8/18/09 |
| CA39PO52007 Kruger Pines | 8/18/08 | 8/18/09 |
| PHA Wide 052 Agency Wide | 8/18/08 | 8/18/09 |

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Annual Statement

Capital Fund Program (CFP) Summary

Part I:

| | | |
|--|--|--|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250103</u> | Federal FY of Grant: <u>2003</u> |
| Revision No. 4 | | |

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (Revision No. 4)

☒ Performance and Evaluation Report for Period Ending: 6/30/05 ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|------------|-------------------|------------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | \$ 33,057 | \$ 33,057 | \$ 33,057 | \$ 33,057 |
| 4 | 1410 Administration | \$ 99,221 | \$ 99,221 | \$ 99,221 | \$ 99,221 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$ 40,000 | \$ 34,000 | \$ 34,000 | \$ 31,355 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$ 454,776 | \$ 413,784 | \$ 413,784 | \$ 378,597 |
| 10 | 1460 Dwelling Structures | \$ 363,310 | \$ 410,302 | \$ 410,302 | \$ 240,249 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | \$ 2,857 | \$ 2,857 | \$ 2,857 | \$ 2,857 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 1-19) | \$ 993,221 | \$ 993,221 | \$ 993,221 | \$ 785,336 |

Annual Statement

Capital Fund Program (CFP)

Summary

Part I:

| | | |
|--|--|--|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250103</u> Revision No. 4 | Federal FY of Grant: <u>2003</u> |
|--|--|--|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (Revision No. 4)

☒ Performance and Evaluation Report for Period Ending: 6/30/05 ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|-----------|-------------------|-----------|
| 22 | Amount of line 21 Related to LBP Activities | 0 | 0 | 0 | 0 |
| 23 | Amount of line 21 Related to Section 504 compliance | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| 24 | Amount of line 21 Related to Security –Soft Costs | 0 | 0 | 0 | 0 |
| 25 | Amount of line 21 related to Security-- Hard Costs | \$ 57,000 | \$ 8,000 | \$ 8,000 | \$ 5,355 |
| 26 | Amount of line 21 Related to Energy Conservation Measures | \$ 12,500 | \$ 1,800 | \$ 1,800 | \$ 1,800 |

Signature of the Executive Director:

Signature of Public Housing Director:

Christine Gouig

July 22, 2005

Stephen Schneller

Date: _____

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250103</u> Revision No. 4 | | | | Federal FY of Grant: <u>2003</u> | | |
|--|---|---|--------------|----------------------|-----------|--|-----------|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quanti ty | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39P052001 Marin City | Architectural & Engineering Fees for Construction Administration of Parking Area Improvements plus Design of 89/99 Stairtower Work | 1430 | | \$ 40,000 | \$ 34,000 | \$ 34,000 | \$ 31,355 | Work is Underway— Kodama Contract |
| | Repair Broken Water Distribution System Lines in Ground | 1450 | | \$ 5,392 | \$ 5,392 | \$ 5,392 | \$ 5,392 | Work is Complete |
| | Repair Broken Concrete Sidewalks & Stairs | 1450 | | \$ 29,116 | \$ 29,116 | \$ 29,116 | \$ 29,116 | Work is Complete |
| | Repairs to Landscaping & Irrigation System | 1450 | | \$ 26,153 | \$ 20,191 | \$ 20,191 | \$ 20,191 | Work is Complete |
| | Rebuild Low-Rise Fences & Gates (By Force Account) | 1450 | | \$ 56,000 | \$ 19,903 | \$ 19,903 | \$ 19,903 | Rest of Work Moved to CFP 501-04 |
| | Repair, Repave, & Restripe 100, 200, & 300 Drake and 30 Cole Parking Lots | 1450 | | \$220,216 | \$220,216 | \$220,216 | \$220,216 | Work is Complete— Contract with Maggiora & Ghilotti |
| | Install 2 Site Development. & 5 “You are Here” Signs | 1450 | | \$ 987 | \$ 54 | \$ 54 | \$ 54 | Rest of Work Moved to CFP 501-04 |
| | General Site Improvements Labor (Force Account for 2005) | 1450 | | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 10,548 | Work is Underway— Lupe Garcia/ Bill Davis |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250103</u> Revision No. 4 | | | | Federal FY of Grant: <u>2003</u> | | |
|--|--|---|--------------|----------------------|-----------|--|-----------|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quanti ty | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39P052001 Marin City | Emergency Concrete Repairs to High-Rise Buildings to Stop Ground Water Infiltration and Spalling of Balcony Panels at 89/99 Cole Drive High-rise Buildings | 1460 | | \$ 39,896 | \$ 39,896 | \$ 39,896 | \$ 39,896 | Work is Complete— Contracts with James Madison |
| | Interior/Exterior Painting Improvements (Force Account—One Painter for 2004 & 2005) | 1460 | | \$147,957 | \$147,957 | \$147,957 | \$ 81,657 | Work is Underway—Bill Byrd |
| | Fire Safety in High-Rise Buildings (Standpipes) | 1460 | 8 Bldg. | \$ 3,184 | \$ 3,184 | \$ 3,184 | \$ 3,184 | Work is Complete |
| | Emergency Roofing Repairs to Clay Tiles on High-Rise Roofs | 1460 | 8 Bldg. | \$ 5,350 | \$ 5,350 | \$ 5,350 | \$ 5,350 | Work is Complete |
| | Replace Kitchen Cabinets in Low-Rise Buildings | 1460 | 8 Apts. | \$ 0 | \$ 56,413 | \$ 56,413 | \$ 13,081 | Work is Underway— Moved from CFP 501-04 |
| CA39P052002 Venetia Oaks | Repair Fencing | 1450 | | \$ 24,913 | \$ 26,353 | \$ 26,353 | \$ 25,915 | Work is Almost Complete |
| | Install Wall Insulation | 1460 | | \$ 8,015 | \$ 1,293 | \$ 1,293 | \$ 1,293 | Rest of Work Moved to CFP 501-04 |
| | | | | | | | | |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250103</u> Revision No. 4 | | | | Federal FY of Grant: <u>2003</u> | | |
|--|---|---|--------------|----------------------|-----------|--|-----------|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quanti ty | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39P052003 Homestead Terrace | Install Wall Insulation | 1460 | | \$ 4,505 | \$ 500 | \$ 500 | \$ 500 | Rest of Work Moved to CFP 501-04 |
| CA39P052004 Casa Nova | Replace Site Lighting Fixtures & Mailboxes | 1450 | | \$ 5,000 | \$ 7,394 | \$ 7,394 | \$ 7,394 | Rest of Work Moved to CFP 501-04 |
| | Repair Roofing Tiles & Flashing | 1460 | | \$ 3,200 | \$ 3,200 | \$ 3,200 | \$ 3,200 | Work Complete |
| CA39P052006 Golden Hinde | Replace Site Lighting Fixtures | 1450 | | \$ 343 | \$ 343 | \$ 343 | \$ 343 | Rest of Work Moved to CFP 501-04 |
| | Replace Water Heater Cabinet Doors | 1460 | | \$ 12,000 | \$ 502 | \$ 502 | \$ 502 | Rest of Work Moved to CFP 501-04 |
| CA39P052007 Kruger Pines | Emergency Repair of Fire Sprinkler System—(Replace-ment of copper piping) | 1460 | | \$ 38,354 | \$ 33,358 | \$ 33,358 | \$ 33,358 | Rest of Work Moved to CFP 501-04. |
| PHA-Wide 052 Agency Wide | Procurement Coordinator | 1408 | | \$ 20,042 | \$ 20,042 | \$ 20,042 | \$ 20,042 | Jeannie Slusher |
| | Service Coordinator for Elderly | 1408 | | \$ 2,532 | \$ 2,532 | \$ 2,532 | \$ 2,532 | Beverly Bronson |
| | Modernization Procurement | 1408 | | \$ 10,483 | \$ 10,483 | \$ 10,483 | \$ 10,483 | Al Cooks |
| | Clerical | 1410.1 | | \$ 10,849 | \$ 10,849 | \$ 10,849 | \$ 10,849 | Paula Beale |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250103</u> Revision No. 4 | | | | Federal FY of Grant: <u>2003</u> | | |
|--|---|---|--------------|----------------------|------------------|--|------------------|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quanti ty | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| PHA-Wide 052 Agency Wide | Modernization Coordinator | 1410.2 | | \$ 47,220 | \$ 47,220 | \$ 47,220 | \$ 47,220 | Al Cooks/ Kevin Cleek |
| | Contract Administrator | 1410.2 | | \$ 41,152 | \$ 41,152 | \$ 41,152 | \$ 41,152 | Mark Hillard |
| | | | | | | | | |
| | Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes | 1450 | | \$ 22,769 | \$ 20,540 | \$ 20,540 | \$ 20,540 | Work is Complete— Contract with Happy Trees |
| | Repairs to Broken or Uneven Concrete Walks | 1450 | | \$ 3,887 | \$ 4,282 | \$ 4,282 | \$ 4,282 | Work is Complete |
| | General Site Improvements Labor (Force Account for 2005) | 1450 | | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 14,703 | Work is Underway— Lupe Garcia/ Bill Davis |
| | Interior/Exterior Painting Improvements at Elderly/ Disabled Complexes (Force Account—One Painter for Part of 2004 & all of 2005) | 1460 | | \$ 96,937 | \$ 96,937 | \$ 96,937 | \$ 45,353 | Work is Underway— Greg Nash |
| | Electrical Improvements—Accessibility Improvements for Kruger Pines Main Entry Door | 1460 | | \$ 3,912 | \$ 3,912 | \$ 3,912 | \$ 3,912 | Work is Complete— Stanley Door Opener at Kruger |
| | General Building Improvements Labor (Force Account for 2005) | 1460 | | \$ 0 | \$ 17,800 | \$ 17,800 | \$ 8,962 | Work is Underway— |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250103</u> Revision No. 4 | | | | Federal FY of Grant: <u>2003</u> | | | |
|--|--|---|---------------------|--------------|----------------------|--|-------------------|-----------------|--|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quanti ty | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| | | | | | | | | | Lupe Garcia/ Bill Davis |
| PHA-Wide 052 Agency Wide | Accessibility Improvements for 4020 Civic Center Office | | 1475 | | \$ 2,857 | \$ 2,857 | \$ 2,857 | \$ 2,857 | Work is Complete— Stanley Door Opener |

Annual Statement

Capital Fund Program (CFP)

Part III: Implementation Schedule

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program No: <u>CA39P05250103</u> Revision No. 4 | | | | Federal FY of Grant: <u>2003</u> | |
|--|---|---|---------|---|---------|--|---|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CA39PO52001 Marin City | 9/16/05 | | 6/30/05 | 09/16/07 | | | ACC was executed by HUD on September 17, 2003. |
| CA39PO52002 Venetia Oaks | 9/16/05 | | 6/30/05 | 09/16/07 | | | Obligation deadline is 24 months from when ACC is executed. (MHA's goal is 18 months or 3/16/05.) |
| CA39PO52003 Homestead Terrace | 9/16/05 | | 6/30/05 | 09/16/07 | | | Expended deadline is 4 years from when ACC is executed. (MHA's goal is 36 months or 9/16/06.) |
| CA39PO52004 Casa Nova | 9/16/05 | | 6/30/05 | 09/16/07 | | | |
| CA39PO52006 Golden Hinde | 9/16/05 | | 6/30/05 | 09/16/07 | | | |
| CA39PO52007 Kruger Pines | 9/16/05 | | 6/30/05 | 09/16/07 | | | |
| PHA Wide 052 Agency Wide | 9/16/05 | | 6/30/05 | 09/16/07 | | | |

Annual Statement

Capital Fund Program (CFP) Summary

Part I:

| | | |
|--|--|--|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250203</u> | Federal FY of Grant: <u>2003</u> |
| REVISION NO. 3 | | |

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (Revision No: 3)

☒ Performance and Evaluation Report for Period Ending: 06/30/05 ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|------------|-------------------|------------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| 4 | 1410 Administration | \$ 20,779 | \$ 20,746 | \$ 20,746 | \$ 20,746 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$ 29,000 | \$ 29,000 | 0 | 0 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$ 85,000 | \$ 84,682 | \$ 84,682 | \$ 84,682 |
| 10 | 1460 Dwelling Structures | \$ 75,000 | \$ 75,351 | \$ 60,162 | \$ 32,490 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 1-19) | \$ 209,779 | \$ 209,779 | \$ 165,590 | \$ 137,917 |

Annual Statement

Capital Fund Program (CFP)

Summary

Part I:

| | | |
|--|---|--|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250203</u> REVISION NO. 3 | Federal FY of Grant: <u>2003</u> |
|--|---|--|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (Revision No: 3)

☒ Performance and Evaluation Report for Period Ending: 06/30/05 ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|-----------|-------------------|-----------|
| 22 | Amount of line 21 Related to LBP Activities | 0 | 0 | 0 | 0 |
| 23 | Amount of line 21 Related to Section 504 compliance | \$ 17,000 | \$ 16,936 | \$ 16,936 | \$ 16,936 |
| 24 | Amount of line 21 Related to Security –Soft Costs | 0 | 0 | 0 | 0 |
| 25 | Amount of line 21 related to Security-- Hard Costs | \$ 10,000 | \$ 5,189 | 0 | 0 |
| 26 | Amount of line 21 Related to Energy Conservation Measures | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 2,000 |

Signature of the Executive Director:

Signature of Public Housing Director:

Christine Gouig

July 22, 2005

Stephen Schneller

Date: _____

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250203</u> | | | | Federal FY of Grant: <u>2003</u> | | |
|--|--|--|----------|----------------------|-----------|--|-----------|---|
| | | REVISION NO. 3 | | | | | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39P052001 Marin City | Repair Paving at 429 Drake Lot & Accessible Parking Stalls at 99 Cole & 409/419 Drake High-Rise Buildings | 1450 | | \$ 85,000 | \$ 84,682 | \$ 84,682 | \$ 84,682 | Work is Complete— Contract with Maggiora & Ghilotti |
| | Remodel Laundry Rooms of 89 & 99 Cole/409 & 419 Drake High-Rise Buildings | 1460 | | \$ 10,000 | \$ 5,189 | \$ 0 | \$ 0 | Preparing Documents for Second Bidding Try |
| | Replace Kitchen Cabinets in Low- Rise Buildings | 1460 | | \$ 40,000 | \$ 45,939 | \$ 45,939 | \$ 18,266 | Work Underway— Includes Remodeling at 267 & 273 Drake Ave. & High-Rise Countertops |
| | High Rise Concrete Repairs | 1460 | | \$ 15,000 | \$ 14,223 | \$ 14,223 | \$ 14,223 | Emergency Sewer Repairs at 79 Cole |
| | | | | | | | | |
| | Architectural & Engineering Fees for Repairs to Homestead Terrace (+ Fees) | 1430 | . | \$ 29,000 | \$ 29,000 | \$ 0 | \$ 0 | Preparing RFQ to Select New Architect for this Work |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| | | | | | | | | | |
|--|---|---|------------------|----------|----------------------|------------------|--|------------------|--|
| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250203</u> REVISION NO. 3 | | | | | Federal FY of Grant: <u>2003</u> | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | Revised | Obligated | Expended | |
| CA39P052003 Homestead Terrace | Partial Funding to Begin Building & Site repairs (Re-surface Deck walking Surfaces) | | 1460 | | \$ 10,000 | \$ 10,000 | \$ 0 | \$ 0 | Will Be Part of Large Remodeling Contract |
| | | | | | | | | | |
| PHA-Wide 052 | Clerical | | 1410.1 | | \$ 1,636 | \$ 1,603 | \$ 1,603 | \$ 1,603 | Paula Beale |
| Agency Wide | Contract Administrator | | 1410.2 | | \$ 19,143 | \$ 19,143 | \$ 19,143 | \$ 19,143 | Mark Hillard |

Annual Statement

Capital Fund Program (CFP)

Part III: Implementation Schedule

| | | | | | | | |
|--|---|---|--------|---|---------|--|--|
| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program No: <u>CA39P05250203</u> REVISION NO. 3 | | | | Federal FY of Grant: <u>2003</u> | |
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CA39PO52001 Marin City | 2/13/06 | | | 02/13/08 | | | ACC was, in fact, executed by HUD on February 13, 2004. |
| CA39PO52003 Homestead Terrace | 2/13/06 | | | 02/13/08 | | | Obligation deadline is 24 months from when ACC is executed. (MHA's goal is 18 months or 8/13/05.) |
| PHA-Wide 052 Agency Wide | 2/13/06 | | | 02/13/08 | | | Expended deadline is 4 years from when ACC is executed. (MHA's goal is 36 months or 2/13/07.) |

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

| | | |
|--|--|--|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250104</u> Revision No. 2 | Federal FY of Grant: <u>2004</u> |
|--|--|--|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (Revision No. 2)

☒ Performance and Evaluation Report for Period Ending: 6/30/05 ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|--------------|-------------------|------------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | \$ 32,000 | \$ 32,000 | \$ 32,000 | \$ 15,115 |
| 4 | 1410 Administration | \$ 121,900 | \$ 121,900 | \$ 121,900 | \$ 70,858 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | \$ 85,000 | \$ 91,000 | \$ 6,515 | \$ 3,377 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$ 104,600 | \$ 132,792 | \$ 10,181 | \$ 8,606 |
| 10 | 1460 Dwelling Structures | \$ 865,513 | \$ 831,321 | \$ 10,657 | \$ 10,657 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | \$ 10,000 | \$ 10,000 | \$ 0 | \$ 0 |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 1-19) | \$ 1,219,013 | \$ 1,219,013 | \$ 181,253 | \$ 108,613 |

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

| | | |
|--|--|--|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250104</u> Revision No. 2 | Federal FY of Grant: <u>2004</u> |
|--|--|--|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (Revision No. 2)

☒ Performance and Evaluation Report for Period Ending: 6/30/05 ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|------------|-------------------|--|
| 22 | Amount of line 21 Related to LBP Activities | 0 | 0 | | |
| 23 | Amount of line 21 Related to Section 504 compliance | \$ 20,000 | \$ 10,000 | | |
| 24 | Amount of line 21 Related to Security –Soft Costs | 0 | 0 | | |
| 25 | Amount of line 21 related to Security-- Hard Costs | \$ 510,113 | \$ 472,900 | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | \$ 5,000 | \$ 15,727 | | |

Signature of the Executive Director:

Christine Gouig

July 22, 2005

Signature of Public Housing Director:

Stephen Schneller:

Date: _____

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250104</u> Revision No. 2 | | | | Federal FY of Grant: <u>2004</u> | | |
|--|---|---|----------|----------------------|-----------|--|-----------|--|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39P052001 Marin City | Architectural & Engineering Fees for Repairs to 409/419 Drake Avenue High-Rise Buildings (plus Building Permit Fees) | 1430 | 2 Bldg. | \$ 60,000 | \$ 66,000 | \$ 6,515 | \$ 3,377 | \$16,000 Portion of Work moved from CFP 501-03 |
| | Repair Broken Water Distribu- tion System Lines in Ground | 1450 | | \$ 5,000 | \$ 5,000 | \$ 0 | \$ 0 | |
| | Repair Broken Concrete Sidewalks & Stairs | 1450 | | \$ 5,000 | \$ 2,500 | \$ 0 | \$ 0 | |
| | Repairs to Landscaping & Irrigation System | 1450 | | \$ 15,000 | \$ 15,962 | \$ 181 | \$ 181 | \$962 Portion of work moved from CFP 501-03 |
| | Install 2 Development & 4 "You Are Here" Signs at Low-Rise Parking Lots | 1450 | | \$ 10,200 | \$ 12,113 | \$ 0 | \$ 0 | Work moved from CFP 501-03 |
| | Replace Gates at Low-Rise Fences | 1450 | | \$ 0 | \$ 53,713 | \$ 0 | \$ 0 | Work moved from CFP 501-03 |
| | Interior/Exterior Painting Improvements (Force Account) | 1460 | | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 2005 Work moved to CFP 501-03 |
| | Replace Kitchen Cabinets in Low- Rise Apartments (Partial) | 1460 | | \$ 60,000 | \$ 30,800 | \$ 10,657 | \$ 10,657 | Portion of Work Moved to CFP 501- 03 |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250104</u> Revision No. 2 | | | | Federal FY of Grant: <u>2004</u> | | |
|--|--|---|----------|----------------------|-----------|--|----------|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39P052001 Marin City (Continued) | Partial Funding of Stairtower & Trash Chute Improvements for 89/99/409/419 High-Rise Buildings | 1460 | 4 Bldg. | \$ 500,113 | \$472,900 | \$ 0 | \$ 0 | Bid Job in June 2005. Single Bid was rejected because too high. Working on rebidding scaled down version. |
| | Repairs to Attic Dividing Walls in Low-Rise Buildings | 1460 | | \$ 4,000 | \$ 1,000 | \$ 0 | \$ 0 | Work moved from CFP 501- 03 |
| | Temporary Relocation for Work at 89/99/409/419 High-Rise Buildings | 1495.1 | 4 Bldg | \$ 10,000 | \$ 10,000 | \$ 0 | \$ 0 | Waiting for Stair Tower work to begin |
| CA39PO52002 Venetia Oaks | Install Wall Insulation as Units Become Vacant | 1460 | 36 Apts. | \$ 0 | \$ 6,722 | \$ 0 | \$ 0 | Work moved from CFP 501- 03 |
| CA39PO52003 Homestead Terrace | Partial Funding to Begin Building Repairs (wall insulation, siding repairs, painting, fencing , & community building) | 1460 | 5 Bldg. | \$163,000 | \$163,000 | \$ 0 | \$ 0 | Preparing RFQ to Select New Architect for this Work |
| | Install Wall Insulation as Units Become Vacant | 1460 | 28 Apts. | \$ 0 | \$ 4,005 | \$ 0 | \$ 0 | Work moved from CFP 501- 03 |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250104</u> | | | | Federal FY of Grant: <u>2004</u> | | |
|--|--|--|----------|----------------------|-----------|--|----------|---|
| | | Revision No. 2 | | | | | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39PO52004 Casa Nova | Replace Site Lighting Fixtures | 1450 | | \$ 25,000 | \$ 14,000 | \$ 0 | \$ 0 | Work moved from CFP 501- 03 |
| CA39PO52006 Golden Hinde | Replace Water Heater Doors | 1460 | 40 Apts. | \$ 0 | \$ 9,498 | \$ 0 | \$ 0 | Work moved from CFP 501- 03 |
| CA39PO52006 Golden Hinde | Replace Site Lighting Fixtures | 1450 | | \$ 22,400 | \$ 11,000 | \$ 0 | \$ 0 | Work moved from CFP 501- 03 (Repaired underground electrical lines for lights in June 2005) |
| CA39PO52007 Kruger Pines | Replace Sliding Glass Doors & Windows | 1460 | 1 Bldg. | \$ 86,800 | \$ 86,800 | \$ 0 | \$ 0 | Work moved from CFP 501- 03 |
| | Repair of Fire Sprinkler System— (Replacement of copper piping) | 1460 | 1 Bldg. | \$ 51,600 | \$ 56,596 | \$ 0 | \$ 0 | Work moved from CFP 501- 03 |
| | | | | | | | | |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250104</u> | | | | Federal FY of Grant: <u>2004</u> | | |
|--|---|--|----------|----------------------|-----------|--|-----------|---|
| | | Revision No. 2 | | | | | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| PHA Wide 052 Agency Wide | Procurement Coordinator | 1408 | | \$ 32,000 | \$ 32,000 | \$ 32,000 | \$ 15,115 | Jeannie Slusher |
| | Modernization Coordinator | 1410.2 | | \$ 48,900 | \$ 48,900 | \$ 48,900 | \$ 23,405 | Kevin Cleek |
| | Contract Administrator | 1410.2 | | \$ 73,000 | \$ 73,000 | \$ 73,000 | \$ 47,454 | Mark Hillard |
| PHA Wide 052 Agency Wide | Architectural & Engineering Fees for Repairs to Kruger Pines and Homestead (plus Building Permit Fees) | 1430 | . | \$ 25,000 | \$ 25,000 | \$ 0 | \$ 0 | |
| | Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes | 1450 | | \$ 15,000 | \$ 15,000 | \$ 10,000 | \$ 8,425 | |
| | Repair Broken Concrete Sidewalks & Stairs at Elderly/Disabled Complexes | 1450 | | \$ 7,000 | \$ 3,504 | \$ 0 | \$ 0 | |
| | Painting Improvements at Elderly/Disabled Complexes (Force account) | 1460 | | \$ 0 | \$ 0 | \$ 0 | \$ 0 | Work for 2005 moved to CFP 501-03 |
| | | | | | | | | |

Annual Statement

Capital Fund Program (CFP)

Part III: Implementation

Schedule

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program No: <u>CA39P05250104</u> Revision No. 2 | | | | Federal FY of Grant: <u>2004</u> | |
|--|---|---|--------|---|---------|--|--|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CA39PO52001 Marin City | 09/06/06 | | | 09/05/08 | | | "Commencement Date" for Obligation & Expenditure is <u>September 7, 2004</u>. ACC executed by HUD on 9/07/2004. |
| CA39PO52002 Venetia Oaks | 09/06/06 | | | 09/05/08 | | | Obligation Deadline for FFY 2004 Grants is <u>September 6, 2006</u>. |
| CA39PO52003 Homestead Terrace | 09/06/06 | | | 09/05/08 | | | Expenditure Deadline for FFY 2004 Grants is <u>September 5, 2008</u>. (9/6/08?) |
| CA39PO52004 Casa Nova | 09/06/06 | | | 09/05/08 | | | |
| CA39PO52006 Golden Hinde | 09/06/06 | | | 09/05/08 | | | |
| CA39PO52007 Kruger Pines | 09/06/06 | | | 09/05/08 | | | |
| PHA Wide 052 Agency Wide | 09/06/06 | | | 09/05/08 | | | |

Annual Statement

Capital Fund Program (CFP)

Summary

Part I:

| | | |
|--|--|--|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250105</u> | Federal FY of Grant: <u>2005</u> |
|--|--|--|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement No. 1

☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|--------------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | \$ 106,000 | \$ 106,000 | | |
| 4 | 1410 Administration | \$ 105,161 | \$ 105,161 | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | \$ 185,000 | \$ 146,000 | | |
| 10 | 1460 Dwelling Structures | \$ 755,000 | \$ 794,000 | | |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | \$ 4,000 | \$ 4,000 | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | \$ 10,000 | \$ 10,000 | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 1-19) | \$ 1,165,161 | \$ 1,165,161 | | |
| 22 | Amount of line 21 Related to LBP Activities | 0 | 0 | | |

Annual Statement

Capital Fund Program (CFP)

Summary

Part I:

| | | |
|--|--|--|
| PHA Name: Housing Authority of the County of Marin | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250105</u> | Federal FY of Grant: <u>2005</u> |
|--|--|--|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement **No. 1**

☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|------------|-------------------|--|
| 23 | Amount of line 21 Related to Section 504 compliance | \$ 64,000 | \$ 64,000 | | |
| 24 | Amount of line 21 Related to Security –Soft Costs | 0 | 0 | | |
| 25 | Amount of line 21 related to Security-- Hard Costs | 0 | 0 | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | \$ 170,000 | \$ 168,000 | | |

Signature of the Executive Director:

Signature of Public Housing Acting Director:

Christine Gouig

September 23, 2005

Stephen Schneller

Date: _____

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting

Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250105</u> | | | | Federal FY of Grant: <u>2005</u> | | |
|--|---|--|----------|----------------------|-----------|--|----------|-------------------|
| | | Revision No. 1 | | | | | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| CA39P052001 Marin City | General Site Labor | 1450 | | \$ 40,000 | \$ 40,000 | | | |
| | Repair Broken Water Distribution System Lines in Ground | 1450 | | \$ 25,000 | \$ 5,000 | | | |
| | Repair Broken Concrete Sidewalks & Stairs | 1450 | | \$ 25,000 | \$ 15,000 | | | |
| | Repairs to Landscaping & Irrigation System | 1450 | | \$ 30,000 | \$ 21,000 | | | |
| | Interior/Exterior Painting Improvements (including application of coating material for concrete rebar at front walkways of 4 high-rise buildings 89/99/409/419) | 1460 | | \$ 80,000 | \$ 80,000 | | | |
| | Replace Kitchen Cabinets in Low- Rise Apartments (Partial) | 1460 | | \$200,000 | \$180,000 | | | |
| | Energy Conservation Improvements | 1460 | | \$100,000 | \$100,000 | | | |
| CA39P052001 Marin City (Continued) | Accessibility Improvements | 1460 | | \$ 50,000 | \$ 50,000 | | | |
| | General Dwelling Unit Labor | 1460 | | \$ 0 | \$ 59,000 | | | |
| | Temporary Relocation or Allowances | 1495.1 | | \$ 10,000 | \$ 10,000 | | | |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting

Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250105</u> | | | | Federal FY of Grant: <u>2005</u> | | |
|--|--|--|----------|----------------------|------------|--|----------|-------------------|
| | | Revision No. 1 | | | | | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| | for Work at High-Rise Buildings or Kitchen Remodels | | | | | | | |
| CA39PO52002 Venetia Oaks | Partial Funding to Complete Building Repairs | 1460 | 12 Bldg. | \$ 5,000 | \$ 5,000 | | | |
| | Termite Treatment & Repairs | 1460 | | \$ 5,000 | \$ 5,000 | | | |
| CA39PO52003 Homestead Terrace | Partial Funding to Complete Building Repairs (siding repairs, painting, fencing, gutters, & community building) | 1460 | 5 Bldg. | \$ 140,000 | \$ 140,000 | | | |
| CA39PO52004 Casa Nova | Termite Treatment & Repairs | 1460 | | \$ 15,000 | \$ 15,000 | | | |
| CA39PO52006 Golden Hinde | Termite Treatment & Repairs | 1460 | | \$ 15,000 | \$ 15,000 | | | |
| CA39PO52007 Kruger Pines | Replace Carpeting in Hallways | 1460 | | \$ 10,000 | \$ 10,000 | | | |
| PHA Wide 052 | Procurement Coordinator | 1408 | | \$ 34,000 | \$ 34,000 | | | |
| Agency Wide | Facilities & Services Manager | 1408 | | \$ 52,000 | \$ 52,000 | | | |
| | PHA-Wide Energy Audit | 1408 | | \$ 20,000 | \$ 20,000 | | | |
| | Contract Administrator | 1410.2 | | \$ 105,161 | \$ 105,161 | | | |
| | General Site Labor | 1450 | | \$ 40,000 | \$ 40,000 | | | |

Annual Statement

Capital Fund Program (CFP)

Part II: Supporting

Pages

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250105</u> Revision No. 1 | | | | Federal FY of Grant: <u>2005</u> | | |
|--|--|---|----------|----------------------|-----------|--|----------|-------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Obligated | Expended | |
| | Repairs to Landscaping & Irrigation System at Elderly/Disabled Complexes | 1450 | | \$ 15,000 | \$ 15,000 | | | |
| | Repair Broken Concrete Sidewalks & Stairs at Elderly/Disabled Complexes | 1450 | | \$ 10,000 | \$ 10,000 | | | |
| | Energy Conservation Improvements at Elderly/Disabled Complexes | 1460 | | \$ 50,000 | \$ 50,000 | | | |
| | Accessibility Improvements at Elderly/Disabled Complexes | 1460 | | \$ 10,000 | \$ 10,000 | | | |
| | Painting Improvements at Elderly/Disabled Complexes | 1460 | | \$ 75,000 | \$ 75,000 | | | |
| | Accessibility Improvements at 4020 Civic Center Offices | 1475 | | \$ 4,000 | \$ 4,000 | | | |

Annual Statement

Capital Fund Program (CFP)

Part III: Implementation

Schedule

| PHA Name: Housing Authority of the County of Marin | | Grant Type and Number Capital Fund Program No: <u>CA39P05250105</u> Revision No. 1 | | | | | Federal FY of Grant: <u>2005</u> |
|--|--------------------|--|--------|--------------------|---------|--------|--|
| Development Number Name/HA-Wide Activities | All Fund Obligated | | | All Funds Expended | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CA39P052001 Marin City | 08/18/07 | | | 08/18/08 | | | Obligation & Expenditure "Start Date" will be <u>August 18, 2005</u> . ACC to be executed by HUD on 8/18/2005. |
| CA39P052002 Venetia Oaks | 08/18/07 | | | 08/18/08 | | | Obligation Deadline for FFY 2005 Grant is Two Years (or <u>August 18, 2007</u>). |
| CA39P052003 Homestead Terrace | 08/18/07 | | | 08/18/08 | | | Expenditure Deadline for FFY 2005 Grant is Three Years (or August 18, 2008). |
| CA39P052004 Casa Nova | 08/18/07 | | | 08/18/08 | | | |
| CA39P052006 Golden Hinde | 08/18/07 | | | 08/18/08 | | | |
| CA39P052007 Kruger Pines | 08/18/07 | | | 08/18/08 | | | |
| PHA Wide 052 Agency Wide | 08/18/07 | | | 08/18/08 | | | |

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be Completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here) pages 61-63.

Capital Fund Program Five-Year Action Plan

Part I: Summary

| PHA Name Housing Authority of the County of Marin | | | | <input checked="" type="checkbox"/> Original 5-Year Plan (Revised 9/23/05) <input type="checkbox"/> Revision No: | |
|---|---------------------------|--|--|---|--|
| Development Number/Name/HA-Wide | Year 1 FFY 2006 | Work Statement for Year 2 FFY Grant: 2007 PHA FY: 2007 | Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2008 | Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2009 | Work Statement for Year 5 FFY Grant: 2010 PHA FY: 2010 |
| 52-1 Golden Gate Village | Annual Statement | 355,000 | 357,500 | 309,500 | 262,000 |
| 52-2 Venetia Oaks | | | | | |
| 52-3 Homestead Terrace | | | | | |
| 52-4 Casa Nova | | | | | |
| 52-6 Golden Hinde | | 20,000 | 100,000 | | |
| 52-7 Kruger Pines | | 120,000 | 20,000 | 150,000 | 150,000 |
| PHA-Wide | | 174,933 | 176,933 | 178,933 | 205,933 |
| Elderly/Disabled Wide | | 175,000 | 190,500 | 206,500 | 227,000 |
| Total CFP Funds (Est.) | \$844,933 | \$844,933 | \$844,933 | \$844,933 | \$844,933 |
| Total Replacement Housing Factor Funds | 0 | 0 | 0 | 0 | 0 |

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

| Activities for Year 1 2006 | Activities for Year 2 FFY Grant: 2007 PHA FY: 2007 | | | Activities for Year 3 FFY Grant: 2008 PHA FY: 2008 | | |
|----------------------------------|--|---|--------------------|--|--|--------------------|
| | Development Number/Name | Major Work Categories | Estimated Costs | Development Number/Name | Major Work Categories | Estimated Costs |
| See | 52-1 Golden Gate Village | General Site Labor | 42,000 | 52-1 Golden Gate Village | General Site Labor | 42,500 |
| Annual | | Landscape/Irrigation | 18,000 | | Landscape/Irrigation | 16,000 |
| Statement | | Interior/Exterior Painting | 83,000 | | Interior/Exterior Painting | 85,000 |
| | | Repair Broken Sidewalks | 10,000 | | Repair Broken Sidewalks | 10,000 |
| | | Repair Water Distribution System | 5,000 | | Repair Water Distribution System | 140,000 |
| | | <i>General Dwelling Unit Labor</i> | 62,000 | | <i>General Dwelling Unit Labor</i> | 64,000 |
| | | <i>Replace Kitchen Cabinets</i> | 85,000 | | | |
| | | Architect. & Eng. Fees | 50,000 | | | |
| | Sub-total | | 355,000 | Sub-total | | 357,500 |
| | | | | | | |
| | 52-6 Golden Hinde | Complete the Replacement of Flat Roofing on 7 Buildings | 20,000 | 52-6 Golden Hinde | Repair/Replace Siding | 100,000 |
| | Sub-total | | 20,000 | Sub-total | | 100,000 |
| | | | | | | |
| | 52-7 Kruger Pines | Complete Replacement of Flooring in Public Areas | 20,000 | 52-7 Kruger Pines | Improvements to Roadway of N. Knoll Road | 20,000 |
| | | Replace Retaining Wall & Reconfigure Parking Lot | 50,000 | | | |
| | | Improve Walkway & Stairs on Hillside | 50,000 | | | |
| | Sub-total | | 120,000 | Sub-Total | | 20,000 |
| | | | | | | |
| | PHA-Wide | Management Improvements | 90,500 | PHA-Wide | Management Improvements | 92,500 |
| | | Administration | 84,433 | | Administration | 84,433 |
| | Sub-Total | | 174,933 | Sub-Total | | 176,933 |

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

| Activities for Year 1 2006 | Activities for Year 2 FFY Grant: 2007 PHA FY: 2007 | | | Activities for Year 3 FFY Grant: 2008 PHA FY: 2008 | | |
|----------------------------------|--|---------------------------------|--------------------|--|---------------------------------|--------------------|
| | Development Number/Name | Major Work Categories | Estimated Costs | Development Number/Name | Major Work Categories | Estimated Costs |
| See | Elderly/Disabled Wide | Landscape/Irrigation | 15,000 | Elderly/Disabled Wide | Landscape/Irrigation | 15,000 |
| Annual | | Interior/Exterior Painting | 78,000 | | Interior Painting | 80,000 |
| Statement | | Repair Broken Sidewalks | 5,000 | | Repair Broken Sidewalks | 5,000 |
| | | General Repairs to Interiors | 15,000 | | General Repairs to Interiors | 15,000 |
| | | General Site Labor | 42,000 | | General Site Labor | 42,500 |
| | | A&E Fees | 20,000 | | Repaint Exteriors | 33,000 |
| | Sub-total | | 175,000 | Sub-total | | 190,500 |
| Total CFP Estimated Costs | | | \$ 844,933 | \$ 844,933 | | |

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

| Activities for Year 4 FFY Grant: 2009 PHA FY: 2009 | | | Activities for Year 5 FFY Grant: 2010 PHA FY: 2010 | | |
|--|---------------------------------------|-------------------|--|---------------------------------------|-------------------|
| Development Number/Name | Major Work Categories | Estimated Costs | Development Number/Name | Major Work Categories | Estimated Costs |
| 52-1 Golden Gate Village | General Site Labor | 43,000 | 52-1 Golden Gate Village | General Site Labor | 44,000 |
| | Landscape/Irrigation | <i>14,000</i> | | Landscape/Irrigation | <i>12,000</i> |
| | Interior/Exterior Painting | 86,500 | | Interior/Exterior Painting | 88,000 |
| | Repair Broken Sidewalks | 10,000 | | Repair Broken Sidewalks | 10,000 |
| | General Dwelling Unit Labor | 66,000 | | General Dwelling Unit Labor | 68,000 |
| | Repair Water Distribution System | <i>90,000</i> | | Repair Water Distribution Sys. | <i>40,000</i> |
| Sub-total | | 309,500 | Sub-total | | 262,000 |
| 52-7 Kruger Pines | Make Improvements to North Knoll Road | 150,000 | 52-7 Kruger Pines | Make Improvements to North Knoll Road | 150,000 |
| Sub-total | | 150,000 | | | 150,000 |
| PHA-Wide | Management Improvements | 94,500 | PHA-Wide | Management Improvements | 96,500 |
| | Administration | 84,433 | | Administration | 84,433 |
| | | | | Energy Audit (Every 5 Years) | 25,000 |
| Sub-total | | 178,933 | | | 205,933 |
| Elderly/Disabled Wide | General Site Labor | 43,000 | Elderly/Disabled Wide | General Site Labor | 44,000 |
| | Landscape/Irrigation | 15,000 | | Landscape/Irrigation | 15,000 |
| | Interior Painting | 81,500 | | Interior Painting | 83,000 |
| | Repair Broken Sidewalks | 5,000 | | Repair Broken Sidewalks | 5,000 |
| | General Repairs to Interiors | 20,000 | | General Repairs to Interiors | 20,000 |
| | Repaint Exteriors | 42,000 | | Repaint Exteriors | 60,000 |
| Sub-total | | 206,500 | Sub-total | | 227,000 |
| Total CFP Estimated Costs | | \$ 844,933 | | | \$ 844,933 |

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (Complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan Underway
- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to Complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", Complete one activity description for each development.)
2. Activity Description
 - ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", Complete the Activity Description table below.)

| Demolition/Disposition Activity Description | |
|---|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/> | |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> | |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) | |
| 5. Number of units affected: | |
| 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development | |
| 7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: c. | |

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to Complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, Complete one activity description for each development, unless the PHA is eligible to Complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)
2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, Complete the Activity Description table below.

| Designation of Public Housing Activity Description | |
|--|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. Designation type: | |
| Occupancy by only the elderly <input type="checkbox"/> | |
| Occupancy by families with disabilities <input type="checkbox"/> | |
| Occupancy by only elderly families and families with disabilities <input type="checkbox"/> | |
| 3. Application status (select one) | |
| Approved; included in the PHA's Designation Plan <input type="checkbox"/> | |
| Submitted, pending approval <input type="checkbox"/> | |
| Planned application <input type="checkbox"/> | |
| 4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> | |
| 5. If approved, will this designation constitute a (select one) | |
| <input type="checkbox"/> New Designation Plan | |
| <input type="checkbox"/> Revision of a previously-approved Designation Plan? | |
| 6. Number of units affected: | |
| 7. Coverage of action (select one) | |
| <input type="checkbox"/> Part of the development | |
| <input type="checkbox"/> Total development | |

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", Complete one activity description for each identified development, unless eligible to Complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", Complete the Activity Description table below.

| Conversion of Public Housing Activity Description | |
|--|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. What is the status of the required assessment? <input type="checkbox"/> Assessment Underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) | |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan Underway | |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below) | |
| B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937 | |

| |
|---|
| C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937 |
|---|

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to Complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", Complete one activity description for each applicable program/plan, unless eligible to Complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, Complete the Activity Description table below.)

| Public Housing Homeownership Activity Description (Complete one for each development affected) | |
|--|--|
| 1a. Development name: 1b. Development (project) number: | |
| 2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) | |
| 3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application | |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) | |
| 5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development | |

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and Complete questions for each program identified), unless the PHA is eligible to Complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

See Attachment Section 8 Homeownership Program

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to Complete this component. Section 8-Only PHAs are not required to Complete sub-component C.

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plans a description of how they plan to address the Community Service Requirement. On November 14, 2000, the Housing Authority Board of Commissioners adopted the Community Service portion of Marin Housing's Occupancy Policy for Public Housing.

Since HUD reinstated the community service MHA has been working with individuals who must complete those hours. This process will continue through October 2005 to complete a full two year cycle.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/26/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☒ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", Complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

| Services and Programs | | | | |
|---|----------------|--|---|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/ random selection / specific criteria / other) | Access (development office / PHA main office / other provider name) | Eligibility (Public Housing or Section 8 participants or both) |
| Computer Training Center | 40/month | Special Criteria | W.H.A.P. (on site) | Public Housing |
| Fatherhood Collaborative | 10 | Special Criteria | FFS – on site | Public Housing |
| R.O.S.S. | 125 | Special Criteria | Project offices on site of five Senior/Disabled Complexes | Public Housing |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|---|---|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: 06/31/05) |
| Public Housing | None | 50 |
| Section 8 | 47 | 130 |

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

| |
|--|
| D. Reserved for Community Service Requirement pursuant to Section 12(c) of the U.S. Housing Act of 1937 |
|--|

A lease requirement of the Public Housing Program is that:

Each non-exempt adult Resident must contribute eight (8) hours of community service each month in the community in which the Resident's public housing project is located, or participate in an economic self-sufficiency program for 8 hours each month, or combine the performance of community service and an economic self-sufficiency program for a total of 8 hours per month.

Community Service is the performance of volunteer work or duties that are a public benefit, and that serve to improve the quality of life, enhance Resident self-sufficiency, or increase Resident self-responsibility in the community. Community service is not employment and may not include political activities.

Each eligible adult is responsible for having the volunteer agency report to Marin Housing the number of hours that the Resident has completed each month. If the family is in non-compliance with the community service requirement, Marin Housing may, at its discretion, enter into an agreement allowing the non-compliant adult to cure the non-compliance by entering into an agreement that they will make up the missed hours as well as maintain the current hours during the next 12-month period. If the family fails to complete all required community service hours as specified under the agreement, Marin Housings shall serve the household with a 30-Day notice to terminate the tenancy for breach of the lease.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☒ Other (describe below)
Working with Sheriff Department to expand police presence and to develop a community approach to law enforcement and tenant responsibility for their property,

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

Which developments are most affected? (list below)

Marin City Public Housing

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)

Drug Counseling and Recovery Center

2. Which developments are most affected? (list below)

Marin City Public Housing

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☒ Other activities (list below) ***Marin Housing is in the process of seeking approval to designate a unit on the public housing complex known as Marin City Public Housing to be dedicated to community policing and other law enforcement activities.***

2. Which developments are most affected? (list below)

Marin City Public Housing

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The pet policy was modified to clarify definition of a “pet” vs. a “service animal” and to include a waiver of the pet deposit when requested as a reasonable accommodation based on disability for a service animal.

“A pet” shall be defined only as any dog (weight not to exceed 15 pounds as an adult), a cat, bird, (only two, and not large parrots or other large birds), fish aquarium (not to exceed 10 gallons), rodents (only two, and only rabbits, guinea pigs, hamsters, or gerbils), and turtle (only two).

“A service animal” shall be defined as a dog (the weight limit of 15 pounds does not apply) or a cat where it has been established that a person with disabilities is in the household and the animal is necessary as a reasonable accommodation to provide designated service for the disabled resident or family member.

It is also being clarified in the policy that as a reasonable accommodation a disabled resident may request a waiver to the pet deposit. This clarification is as follows:

“Where a resident has requested a waiver of the pet deposit and fees to house a service animal as a reasonable accommodation based on the disability, and where verification of such a need is presented, the pet deposit and fees may be waived by the Housing Authority County of Marin.”

It is also being clarified that “service animals” are not restricted from being in any area on the complex. This clarification is as follows:

“The following areas are designated no-pet areas: Patios in the high-rise buildings, laundry rooms, community rooms, courtyards, playgrounds, and lawns. (This restriction does not apply to “service animals” when they are in the company of the resident or a family member.)”

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. (see pages 2-4)

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?(If no, skip to component 17.) 2003 Audit completed September 28, 2004. Will be submitted to HUD by September 30, 2004.
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to Complete this component. High performing and small PHAs are not required to Complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

See Component 7 – Capital Fund

What types of asset management activities will the PHA undertake? (select all that apply)

- ☒ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are:

(if comments were received, the PHA **MUST** select one)

- ☒ Attached at Attachment (File name) ***RESIDENT COMMENTS, page 118***
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☒ The PHA changed portions of the PHA Plan in response to comments
List changes below:

Changes are identified in the Attachment entitled RESIDENT ADVISORY BOARD

- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)

The MHA has two resident commissioners who are appointed to the Board by the County Board of Supervisors through a public selection process

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: County of Marin

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
Shelter Plus Care program, the HOPWA program, the Rehabilitation Loan program, transition from the Drug Elimination Program, and the Continuum of Care participation
- ☐ Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The jurisdiction provides funding for the Rehabilitation Loan program, is a partner in the Continuum of Care process, has provided financial assistance in funding certain capital improvements in public housing, and provided funding for the Shelter Plus Care, Rental Deposit Guarantee and HOPWA programs as well as a match for the Public Housing Drug Elimination Program.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

SECTION 18D # 1

Resident Assessment Improvement Plan Housing Authority County of Marin July 2005

The survey of residents residing in Marin Housing's six public housing complexes resulted in a score of less than 75% in three areas:

1. Communications
2. Safety
3. Neighborhood Appearance

Marin Housing is committed to providing the best service possible to all our residents and, therefore, is prepared to take affirmative steps to improve the residents' satisfaction with communication, safety and neighborhood appearance.

Marin Housing had only a 34% response rate to the Resident Assessment Surveys (RASS). With a population of approximately 500 families, this rate is, unfortunately, low. It is probable that residents who were dissatisfied with management were more likely to respond to the survey.

Below we will address our plans to address the three areas of concern.

Communications

Marin Housing reviewed the survey results for each of the properties and it appears that the concerns of the residents surrounding communication are substantially the same at each property. Those concerns are:

1. Management providing information
2. Management being responsive
3. Management being professional and courteous
4. Management being supportive of the resident council

Management providing information: Marin Housing staff is in the process of reviewing the new move-in information provided to each resident. We intend to make changes that will enhance communication surrounding the responsibilities of the resident and Marin Housing at the time of the initial move-in. Those improvements are expected to include the following:

- A "plain language" summary of the lease requirements,
- A "plain language" summary of the complaint procedure,
- A review of the resident's responsibilities that were explained at the application stage will be reviewed at the time of move-in,
- A complete walk-through of the unit with the Program Manager or the Facilities Manager at the time of move-in to explain where shut off valves are located, how to call in work orders, what to do if there is an emergency after the site office is closed, and the proper care of the unit,
- Providing the resident with a list of community resources and important phone numbers.

Management being responsive: Although the Program Managers and the staff of Marin Housing try to be responsive to the residents, it is not always possible to get back to a resident as quickly as the resident would like. However, Marin Housing is committed to returning telephone calls and e-mail requests within twenty-four hours and responding to written requests within three working days.

In an effort to improve Management access to the residents, the Program Managers are meeting monthly with the residents at all the properties. Marin Housing prepares and distributes a monthly newsletter to each resident. The schedules of the monthly management meetings are in the newsletter, thereby informing residents of the time and date they can come and meet with the Program Manager.

Management being professional and courteous: It is Marin Housing's mandate that all residents and members of the public be treated with courtesy, dignity, and respect. Each staff member strives to meet this standard. Nevertheless, staff is often in a position of giving information to the resident that is contrary to what the resident wishes. When that happens, staff can be perceived as being non-responsive.

Marin Housing provides ongoing training to staff. Part of the training this year will include supervisory training that covers how to deal effectively with clients. Marin Housing will continue to seek opportunities to expand staff's communications skills. A new in-house committee is being formed that will focus on improving communication skills between departments as well as customers.

Management being supportive of the resident council: Marin Housing supports resident councils. The resident council at the Golden Gate Village family project recently held an election where Marin Housing provided supportive services such as flyers and announcements in the newsletter. The Executive Director attends one resident council meeting each month and responds to resident concerns. In addition, special meetings may be held to discuss topics of interest such as the proposed lease and proposed complaint procedures. The Program Manager of the Elderly/Disabled projects meets with the resident representative of each complex monthly to discuss and address resident concerns.

Safety

There was a consistent pattern to the responses expressing concern in the area of safety. That area was screening of new residents. The emphasis appears to be on screening out applicants with a history of drug or alcohol abuse. Marin Housing does screen applicants to the maximum extent allowed by HUD regulations and the fair housing and non-discrimination laws. Staff runs a criminal record check for each applicant, including a check for sex offenses, a credit check, and references from past landlords or identified individuals who have knowledge of the applicant's behavior.

Marin Housing continually looks for new services that can provide us with better information on the applicants in an effort to place qualified low-income individuals and families in our scarce housing resources. Currently, Marin Housing is exploring the option of having another housing authority, with a sworn police force, provide us with comprehensive criminal checks.

One complex cited lighting as a safety concern. Marin Housing has plans through its Capital Fund to expand the lighting in some of the projects. On an individual basis, lights are installed where possible in select areas in the large family project in Marin City.

Neighborhood appearance

A management review of each one of the properties was conducted. Except for the family project at Marin City, it was determined that the grounds were overgrown and some of the trees were touching the buildings. The Program Manager contracted with an outside vendor to trim the trees, mow the lawns, and clean around the buildings. The Director, Facilities & Systems has reassigned a grounds crew to the five elderly/disabled projects beginning July 18, 2005. This team will clean the parking lots during the weekly service.

An independent vendor is cleaning the community rooms at each project on a weekly basis. The Program Manager will be reviewing the vendor's performance to insure that the areas are cleaned.

Marin Housing has a contract with a pest extermination company. At the Marin City Project, there is a continual schedule for pest control. At the other properties, the company is contacted as necessary. Marin Housing's experience with this contractor has been positive; they are responsive and provide a comprehensive service program. The Program Managers will remain in contact with the vendor and the residents to monitor the extermination programs' success.

SECTION 18D #2

COMPLAINT PROCEDURES HOUSING AUTHORITY OF THE COUNTY OF MARIN 24 CFR 966

1. DEFINITIONS

a. Housing Authority or Authority refers to the Housing Authority of the County of Marin and its employees.

b. Resident shall mean an adult person (or persons) who resides in the dwelling unit, and who executed the lease with Marin Housing. Live-in aides, guests or visitors are not considered residents and have no grievance or complaint rights under these procedures.

c. Complainant is defined as any resident whose rights, duties, welfare or status is or may be adversely affected by the Housing Authority's action or failure to act and who files a complaint with the Housing Authority with respect to such action or failure to act.

d. Complaint is defined as any dispute that a resident may have with respect to the Housing Authority's action or failure to act in accordance with an individual resident's lease requirements, or any Housing Authority action or failure to act involving interpretation or application of Department of Housing and Urban Development (HUD) regulations or Housing Authority policies that affect the rights, duties, welfare or status of the Complainant (excluding guests or visitors). Complaint shall not include civil disputes between residents that do not involve the Housing Authority, non-payment of rent, or a class grievance.

e. Board of Commissioners or Board is the Board of Commissioners of the Housing Authority of the County of Marin and their successors.

f. Parties are the Complainant and the Housing Authority. Either or both may designate counsel or other representatives to act on their behalf.

f. Days shall be considered calendar day unless they are specified as working days. Working days are days on which the Housing Authority offices are open for the regular conducting of business.

h. Program Manager is the Housing Authority management employee who is assigned to manage the Public Housing Complex in which the resident resides.

i. Hearing Officer for the Informal Hearing is a Housing Authority management employee who was not involved in the action or decision that led to the dispute and who is designated to preside over the Informal Hearing and attempt to resolve the dispute prior to the need for a formal hearing before the hearing panel.

j. Hearing Panel is the body designated in accordance with these procedures to preside over and decide complaints not satisfactorily resolved at the Informal Hearing between the Authority and the Complainant.

k. Public Hearing is a hearing that is open to the general public.

l. Due Process includes adequate notice of Authority's intended action, the right of the resident to be represented by counsel or a representative of his/ her choice the opportunity for the resident to

refute the evidence presented by the Housing Authority the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense, and the right to have a decision based on the merits and facts of the case.

m. Scheduling of Hearing. The Housing Authority shall promptly schedule a hearing following receipt of the grievance request. Failure to promptly schedule a hearing date, i.e., within (15) working days, will result in the complaint being deemed decided in favor of the Complainant.

n. Requests for Postponements. During the complaint process, at either the informal or formal hearing, either the Complainant or Housing Authority representative may request a postponement of the hearing date for up to twenty (20) days from the grievance request. The total combined postponement may not exceed twenty (20) days. A request for a postponement of a hearing date for more than twenty (20) days will not be granted unless the requesting party can show that such delay is necessary to avoid a verified hardship.

If the Complainant wishes a postponement, that request must be made at least 24 hours prior to the hearing. An exception to this requirement can be made in the case of an extreme emergency. Failure to appear or make a request for a postponement by the required time will result in a finding for the Housing Authority and a waiver of the right to a Formal Hearing.

If the Housing Authority requires a postponement, the Complainant will be notified 24 hours prior to the hearing. An exception to this requirement can be made in the case of an extreme emergency. Failure of the Housing Authority to appear at the hearing will result in a finding for the Complainant.

In the event the Informal Hearing cannot be held at the time scheduled, a second attempt to schedule the hearing will be made. The Complainant shall be given prompt written notice of the date and time of the Informal Hearing.

o. Failure to appear at the hearing at the scheduled place, date and time by either party will constitute a waiver of the complaint rights and a decision shall be entered in favor of the appearing party. Failure to appear at the Informal Hearing will result in a waiver of a Formal Hearing.

p. Representation. The Complainant is entitled to have a representative of his/her choice at any of the stages of the complaint process.

q. Informal Hearing means that a meeting will be scheduled where an impartial officer will hear evidence and review documents presented by both parties. There will be an attempt to reach a mutual resolution to the complaint. If no agreement can be reached, the hearing officer will issue a decision on the merits of the presented material by a written finding.

r. Formal Hearing means a more formal hearing before a three-member panel who will hear evidence review documents and question witnesses. The panel will make a decision based on the merits of the materials presented and issue a written decision.

2. PROCEDURE FOR FILING COMPLAINTS AND EARLY SETTLEMENT

a. In Cases of proposed eviction, when the Housing Authority discovers facts that appear to constitute a proper justification for initiating eviction proceedings (except drug related and violent criminal activity), the Program Manager shall make reasonable efforts to hold a private meeting with the resident. If the matter is not resolved at the meeting, the Program Manager shall inform the resident of the specific grounds for the forthcoming notice of termination and of the resident's

right to file a complaint. A summary of the meeting shall be prepared within a reasonable time and one copy given to the resident and one copy retained in the resident's file.

Where there is a threat of physical violence, actual physical violence, or a weapon involved that could be used for physical violence, or where there is a drug related criminal activity, no meeting is necessary.

b. A Complaint Must be Signed by the Complainant and Presented to the Housing Authority. The Complaint may be presented in writing by the Complainant or presented orally to Housing Authority staff who will write out the complaint and have the Complainant sign the document. The complaint can be mailed or delivered to the Housing Authority's Main Office or to the Site Office in Golden Gate Village.

The complaint must be presented to the Housing Authority within a reasonable time, not in excess of 10 working days from the day upon which the resident receives written notice of the Housing Authority action or 10 days from the Housing Authority's failure to act.

Complaints relating to a notice to terminate the tenancy shall be filed within 10 days of the postmarked date of the notice. When the termination is based on alleged criminal activity, as defined in the lease, including drug-related criminal activity, the complaint must be filed within 5 days of the postmarked date on a mailed notice or from the personal service date. All notices mailed to a resident shall be presumed to have been received by the resident on the sixth day after the date of the postmark.

The complaint may be simply stated, but shall specify: (1) the particular ground(s) or reason(s) upon which it is based; and (2) the action requested.

c. A copy of the Complaint should be retained by the Complainant. A copy shall be placed in the complaint file maintained at the Central Office of the Housing Authority and the resident's file. All complaints and/or copies will be date-stamped at the time of receipt by the Housing Authority.

d. Trust Fund Deposit. Before an Informal Hearing is scheduled in any Complaint involving the amount of rent or charges which the Housing Authority claims are due, the Complainant shall pay into a trust fund an amount equal to the amount of rent or charges the resident was paying as of the first of the month preceding the month in which the disputed action took place. The resident must provide documentation of the deposit to the trust fund account. The Complainant shall monthly thereafter deposit the same amount of the monthly rent in a trust fund account and provide documentation of the deposit to Housing Authority, until the Complaint is resolved by the decision of the Hearing Officer or Hearing Panel.

The Executive Director or designee of the Housing Authority, upon a review of any extenuating circumstances, may waive this requirement. Unless so waived, the failure to make such payments shall result in termination of the grievance procedure. However, the failure to make such payments shall not constitute a waiver of any right the Complainant may have to contest the Housing Authority's disposition of his/her grievance at any appropriate judicial proceeding.

3. INFORMAL HEARING

a. The Complainant is entitled to an Informal Hearing before a non-interested party. The Informal Hearing will be an attempt to gather facts and to reach a settlement of the issue prior to proceeding to a formal panel grievance hearing.

b. A Complaint concerning a termination of tenancy that involves any violent criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of Authority, or any drug-related criminal activity on or near such premises, is governed under Section 9 of this procedure and there is no entitlement to an Informal Hearing (24 CFR 966.55 (g)).

c. A non-interested Program Manager from a Department that is not connected with the Public Housing Department will be appointed as the Informal Hearing Officer.

d. The Informal Hearing will provide an opportunity for both parties to present evidence by documents, briefs, and/or testimony to establish the facts surrounding the complaint or notice.

e. Formal rules of evidence do not apply and hearsay evidence is admissible. Each party will be given the opportunity to seek information from any witnesses and ask questions about any documents presented at the meeting. The Informal Hearing Officer will have the right and opportunity to seek clarification of any documents or witness testimony. The Informal Hearing Officer can request that the parties present additional information as appropriate.

f. An attempt will be made to resolve the complaint and reach a mutual resolution. When a resolution is not reached, the Informal Hearing Officer will have 7 working days to prepare a finding that is distributed to both parties. The decision must contain the reason for the Informal Hearing, a summary of the issues, evidence, and documents presented at the Informal Hearing, and the conclusions of the Officer, which must include the basis of the conclusion.

4. RIGHT TO A FORMAL HEARING

a. If the Complainant is dissatisfied with the proposed disposition of its Complaint, as stated in the decision of the Informal Hearing Officer, the Complainant may submit a request to the Housing Authority for a Formal Hearing. This request must be made within five days of the postmarked date of the Authority's answer to the Complaint. The Hearing Panel shall be promptly advised of the request. A Formal Hearing shall be scheduled for the first possible date and time. Authority shall inform the Complainant in writing of the date, time, and location of the Formal Hearing.

The written request for a Formal Hearing will be date-stamped and a copy placed in the Central Office files along with the complaint and the written decision.

b. If the Complainant does not request a Formal Hearing within the time stated in the notice, Complainant waives his/her right to a Formal Hearing. However, in such cases (except those involving violence or drug related activities) where the Complainant files a request for a Formal Hearing within fourteen days after receipt of the decision of the Hearing Officer and the Chairperson of the Hearing Panel finds good cause for such late filing, a Formal Hearing will be scheduled. In the event no Formal Hearing is requested or the time for said request has expired, the Informal Hearing Officer's decision will become final. However, this does not constitute a waiver of the Complainant's right thereafter to contest the Housing Authority's disposition of the complaint in an appropriate judicial proceeding.

5. RIGHTS AND DUTIES OF THE PARTIES PRIOR TO A HEARING

a. The parties shall be entitled to a fair hearing before the Hearing Panel and may be represented by legal counsel or another representative of their choice.

b. The Formal Hearing shall be private allowing only the parties and witnesses to be present at the hearing unless all parties and the chairperson of the Hearing Panel agree to a public hearing. In most cases, the hearing should remain private in order to maintain the privacy of the parties. If a public hearing, in the judgment of the Hearing Panel, becomes disruptive, the Hearing Panel may recess that hearing and reconvene a private hearing at that time or a later date and time.

c. Complainant and/or representative may examine before the Formal Hearing and at the Complainant's expense copies of all documents, records, and regulations of the Housing Authority that are relevant to the subject matter of the Complaint. The Hearing Panel shall decide questions of relevancy. If, after being requested, the documents are not made available to the Complainant the Housing Authority may not rely on them at the Formal Hearing. In the event that the failure to disclose such a document is an acknowledged oversight, the Hearing Panel may permit a recess to allow the opposing party time to review the document. The Complainant may review police reports that cannot be copied at the Housing Authority's office or the Housing Authority may generally describe the subject matter of the report in writing.

All documents that are public records are also subject to a right of inspection by the Complainant. Privileged records and documents are excepted.

d. If the Housing Authority is required to copy documents, it may charge the Complainant a cost not to exceed \$.10 per page.

e. Brief oral explanation of Housing Authority policies and procedures relating to the subject matter of the complaint will be provided to the Complainant by the Housing Authority staff upon request.

f. The Housing Authority may request, and the Complainant shall produce, all written or recorded materials in the possession of the Complainant or under his/her control that relate to the subject matter of the Complaint. Such documents shall be made available to a designated member of the Housing Authority staff three days before the scheduled Formal Hearing. If, after being requested, the document(s) is (are) not made available to the Housing Authority, the Complainant may not rely on them at the Formal Hearing. In the event that the failure to disclose such a document is an acknowledged oversight, the Hearing Panel may permit a recess to allow the opposing party time to review the document. If the Complainant cannot find a document, an explanation of the contents and importance of the document may be presented at the Formal Hearing.

g. The Hearing Panel will receive a packet of relevant information from the Housing Authority. The packet will contain the notice of action being taken by the Housing Authority, a copy of the Complaint, the Informal Hearing decision, any relevant procedures or regulations, and all documents presented at the Informal Hearing.

h. A liaison officer who is not a party to the Complaint shall set up the Formal Hearing with the Hearing Panel, and prepare and mail all relevant documents to the Hearing Panel members. No party to the grievance may have any direct contact with any Panel member prior to the Formal Hearing.

i. Any brief or other written statement either party may wish to present to the Hearing Panel prior to the Formal Hearing may be given to the assigned liaison officer and it will be forwarded to the Hearing Panel. Written briefs or statements surrounding the grievance may also be presented at the time of the Formal Hearing.

j. The Housing Authority shall not initiate a discussion of the subject matter of a pending Complaint with the Complainant outside the presence of the designated representative, if any, of the Complainant or without first having notified said representative and having given him/her an opportunity to confer with the Complainant. In the event the Complainant seeks to discuss the subject matter of the Complaint, the Authority shall inform the Complainant of the right to consult with his/her designated representative, if any, prior to discussing the matter with the Housing Authority.

k. Withdrawal of Complaint: The Complainant may voluntarily withdraw the Complaint at any time. The Complaint shall be considered to have been withdrawn if the Complainant fails or refuses to proceed with a duly scheduled and noticed Formal Hearing without good cause as determined by the Hearing Panel.

6. RESPONSIBILITIES AND DUTIES OF THE HEARING PANEL AND CONDUCT OF THE HEARING

a. The Hearing Panel shall have all powers necessary to conduct a fair and impartial hearing, including the following:

1. To examine witnesses and direct witnesses to testify;
2. To rule on offers of proof and receive relevant evidence;
3. To regulate the course of the Formal Hearing and the conduct of the parties, their counsel or representatives and other participants;
4. To consider or rule on procedural requests; and
5. To take any other actions authorized by these rules.

b. At the Formal Hearing, the Housing Authority must first present evidence justifying its action or lack of action. The Complainant then presents evidence as to why the action or inaction of the Housing Authority is not based on fact, regulation, policy or procedure.

Both parties may present evidence and arguments in support of their positions, challenge evidence relied on by the other party, and confront and cross-examine all witnesses on whose testimony or information the other party seeks to rely.

c. Hearings conducted by the Hearing Panel need not be conducted according to technical rules of evidence. Any relevant evidence shall be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule that might require that such evidence be excluded in a judicial proceeding. Irrelevant and unduly repetitious evidence shall be excluded. The Chairperson of the Hearing Panel shall rule upon the admissibility of all evidence, subject to reversal by a majority vote of the members of the Hearing Panel present at the Formal Hearing.

d. The Hearing Panel May Delay a Formal Hearing. If either party fails to appear at the scheduled time for the Formal Hearing, the Hearing Panel may determine that the absent party has waived his/her right to a Formal Hearing. Should the Hearing Panel deem that a delay in the process is justified, such delay shall not exceed the postponement period as defined in section 1 of this procedure.

No Complaint may be heard in the absence of the Complainant unless the Complainant has appointed a representative who is authorized to appear at the Formal Hearing without the Complainant. The representative must provide a written authorization from the Complainant that

the representative has the right and the power to present evidence for the Complainant and to settle the Complaint.

7. THE COMPOSITION OF THE HEARING PANEL

a. The Hearing Panel shall be a three-member panel composed as follows: One resident member from Golden Gate Village to hear those grievances relating to Golden Gate Village residents, ~~OR~~ one resident member from the senior/disabled public housing complexes to hear those grievances relating to senior/disabled residents; AND one member appointed by the Housing Authority Board of Commissioners; AND one member from Mediation Services.

b. Manner of selection of the Hearing Panel members:

- (1) One resident member and one alternate
 - a. The Golden Gate Village Residents' Council shall appoint one member and one alternate member from a list of interested Golden Gate Village residents.
 - b. The Senior/ Disabled Residents' shall appoint one member and one alternate member from a list of interested senior/disabled public housing residents.
- (2) The Housing Authority Board of Commissioners shall appoint one member and one alternate member.
 - a. The Authority's appointees should be attorneys.
- (3) The third member of the Hearing Panel and one alternate shall be from Mediation Services of the County of Marin.
- (4) The Hearing Panel will meet and appoint one member to act as the Chairperson of the Panel. The Chairperson will be responsible for conducting the hearing and for preparing the written findings of the Panel.

c. No person who is an employee, Commissioner or designated as a Responsible Person by the Housing Authority may serve as a member of the Hearing Panel.

d. Any person who is a family member of the Complainant or who has personal involvement in the action before the Hearing Panel must remove themselves from the Panel and allow the alternate to serve.

e. The Hearing Panel shall serve for a term of two years beginning on the first day of January.

8. DECISIONS OF THE HEARING PANEL, APPEAL, AND RECORD-KEEPING

a. A tape recording shall be made of each Formal Hearing and upon a written request a copy shall be supplied to the Complainant at cost of \$5.00 or the Complainant may tape the Formal Hearing at his/her own expense.

b. A written decision, including findings of fact and supporting reasons, shall be issued by the Hearing Panel within 5 working days of the Formal Hearing. The Chairperson must sign all decisions, and a tally of the vote of the members of the Hearing Panel shall be indicated on the decision. Copies of the decision must be sent to the Complainant and to the Housing Authority.

c. The decision of the Hearing Panel shall be based solely and exclusively upon the facts presented at the Formal Hearing and upon applicable state and federal law and the rules, regulations and policies of the Housing Authority and the Department of Housing and Urban

Development, and shall be consistent with the facts (substantial evidence) presented at the Formal Hearing.

d. If the decision is in favor of the Complainant, the Housing Authority shall promptly take all actions necessary to carry out such decision. Unless within 20 days the Housing Authority determines that the Hearing Panel has acted arbitrarily or exceeded its authority, or that the decision is inconsistent with State Law, the United States Housing Act of 1937, as amended, HUD regulations and requirements promulgated thereunder, or the Annual Contributions Contract between HUD and the Housing Authority.

The Housing Authority must notify the Complainant in writing and specify the laws and regulations which it believes are contravened or the nature of the arbitrariness which has occurred. The Housing Authority will allow the Complainant to present a written rebuttal to the Housing Authority's decision that shall be presented to the Executive Director for review. The Complainant's written rebuttal is to be presented to the Executive Director within 20 days of the notice from the Housing Authority of its intent not to carry out the decision of the Hearing Panel. The Executive Director shall review the documents and issue a written decision within 15 days. That decision will be considered final. A decision in favor of the Housing Authority does not preclude the Complainant from seeking civil remedies.

f. A decision by the Hearing Panel in favor of the Housing Authority and/or which denies the Complainant the requested relief, in whole or in part, shall not constitute a waiver of, nor affect in any manner, whatever rights the Complainant may have to a trial de novo in judicial proceedings that may thereafter be brought in the matter.

If the Hearing Panel upholds the Housing Authority's proposal to evict, an action to regain possession may not be commenced until after the Complaint's right to use and/or occupy the premises has been terminated by lawful notice.

g. The written decision of the Hearing Panel shall be maintained on file by the Housing Authority as a public record. Any judicial decision or related settlement pertaining to the decision of the Hearing Panel shall also be maintained on file by the Housing Authority as a public record.

9. SPECIAL AND MISCELLANEOUS PROCEDURES

a. Expedited Hearing Process for Illegal Activities, Including Drug Related Activities.

When the eviction is for criminal activity, including drug-related activity, the request for a Formal Hearing must be made within 5 days of receipt of the Housing Authority's termination notice. The Hearing Panel shall be convened no later than 10 working days after receipt of the request unless the Hearing Panel cannot be convened within that period, in which case the Formal Hearing shall be heard at the first available date. The procedures for the Formal Hearing for illegal activity shall be the same as above.

RESIDENT SIGNATURE

DATE

RESIDENT SIGNATURE

DATE

SECTION 18D #3

**PUBLIC HOUSING DWELLING LEASE
ELDERLY/DISABLED HOUSING
GOLDEN GATE VILLAGE HOUSING
HOUSING AUTHORITY OF THE COUNTY OF MARIN**

HOUSING COMPLEX: _____

ADDRESS: _____

SECTION 1: PARTIES AND PREMISES

A. HOUSING AUTHORITY OF THE COUNTY OF MARIN, hereinafter referred to as MHA, pursuant to the terms and conditions hereinafter, does hereby lease to _____, hereinafter referred to as Resident, the dwelling unit described above, consisting of _____ bedrooms to be occupied by _____ persons.

Persons authorized to reside in the unit described above are:

| Name | Birth Date | Social Security Number |
|-------|------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(The above information for all persons residing in the unit must be kept current.)

B. TERM OF LEASE: The initial term of this lease shall begin on _____ and shall continue for one year and terminate on _____.

If, at expiration of the initial or any renewal term of this lease, Resident continues to meet federal, state, and MHA requirements for housing eligibility, and has not committed a serious or repeated violation of the material terms of this lease, this lease shall be renewed for a term of one additional year. Such renewal shall not become effective until Resident has completed the annual recertification process, has executed a release of information effective for a period of the renewal, and an amendment of this lease evidencing such renewal has been executed by MHA and Resident.

This Lease may be amended from time to time to incorporate federal regulation changes enacted by the U.S. Department of Housing and Urban Development, hereinafter HUD, and upon 30 days written notice to the Resident. MHA may, at the time of any renewal, amend any of the terms or conditions of this lease, as long as

such amendments are consistent with applicable state law, federal law, and the regulations of the HUD, then in effect.

C. USE OF THE UNIT: Resident has the right to exclusive use and occupancy of the leased premises, which includes accommodation of the Resident's authorized guests and visitors.

Where a Resident is a foster care or adult care provider, said Resident must provide to MHA the State Certification or license authorizing care in the unit.

SECTION 2: SECURITY DEPOSIT RENT AND OTHER CHARGES

A: SECURITY DEPOSIT: Resident agrees to pay a security deposit of \$_____.

The security deposit can be used by MHA at the termination or expiration of this lease for reimbursement of the cost of repairing any intentional or negligent damages to the dwelling unit caused by the Resident, his/her family, dependents or guests, and to restore the unit to a clean, safe and sanitary condition, and to pay any rent or other charges then owed by Resident to MHA.

Payment of the security deposit is due prior to an applicant taking possession of the unit, unless other written arrangements are made between MHA and the applicant. MHA agrees to return the security deposit less any deductions provided for herein, to Resident within 21 days of the date possession of the unit is returned to MHA. Possession is considered returned to MHA when the Resident returns all keys or if possession is restored by legal action. If any such deductions are made, MHA will provide to Resident a written statement of the amount and nature of any costs or charges deducted from the security deposit. The security deposit shall not be used to pay rent or other charges prior to the termination or expiration of this lease, including any renewals hereof.

B: RENT: The rent shall be \$_____ per month, due and payable in advance on the first day of each calendar month, beginning _____. In the event that the term of this lease shall begin on a day other than the first day of the month, the monthly rent stated above shall be prorated based upon a thirty day month and shall be due and payable on the first day of the term of this lease in the amount of \$_____. The rent stated herein shall remain in effect unless adjusted in accordance with the provisions of Section 4, hereof. Resident's rent may be increased or decreased during Resident's tenancy based upon changes in Resident's income and/or family circumstances in accordance with the provisions of Section 4 of this lease. Rent is payable by check or money order, sent to MHA at 4020 Civic Center Drive, San Rafael, CA 94903 or 429 Drake Ave, Marin City, CA 94965, unless otherwise designated by MHA.

C. UTILITIES AND OTHER SERVICES: MHA agrees to furnish the following utilities in accordance with the current Schedule of Utility Allowances posted in the Golden Gate Village Project Office and MHA's Central Office:

- | | | |
|--|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Electricity | <input type="checkbox"/> Water |
| <input type="checkbox"/> Refuse Collection | <input type="checkbox"/> Sewer | |

Resident agrees to pay for TV-Cable \$_____ monthly. Failure to pay the charge for Cable for two consecutive months shall result in the discontinuance of the cable service.

Residents at the Golden Gate Village Complex agree to pay MHA reasonable charges for the use of utilities provided by MHA, which are in excess of the amount of such utilities specified in the Schedule of Utility Allowances. The Schedule of Utility Allowances, as adopted by MHA, is on file at MHA's main office and the Golden Gate Village office for public viewing. Such charges shall be due and payable on the first day of the month following the month in which written notice of the charge is provided to the Resident. Excess utility charges are allowable under (24 CFR 966.4(C)(b)(ii)(2).

At those complexes where the Resident is paying utilities directly to a provider the Resident shall have the utility account in their name. Failure of the Resident to have the gas and electric in Resident's name or to pay the aforementioned utilities monthly when due, can be cause for termination of the lease.

D. GARBAGE RECEPTCLES: MHA shall also provide and maintain appropriate receptacles and facilities for the exclusive use of an individual Resident family, for the deposit of garbage and other refuse by Resident. If

the Resident wishes an additional garbage receptacle Resident will be charged a maintenance charge equal to any amount payable by MHA for the extra service.

E. PARKING: At the Elderly/Disabled Public Housing Complexes, the Resident will secure a parking permit for all vehicles parked at the housing complex parking lots. All licensed vehicles shall be entitled to a parking permit. Golden Gate Village Public Housing is exempt from the requirement to have a parking permit. Resident may park two cars in a long parking stall in the highrise section as long as the vehicle does not interfere with access to the parking lot.

F. NON-OPERATIONAL VEHICLES, vehicles without current registration, trailers, and boats improperly parked on MHA's property will be towed at the Resident's expense.

SECTION 3. REDETERMINATION OF RENT, DWELLING SIZE AND ELIGIBILITY

A. ANNUAL RECERTIFICATION: Once each year prior to the renewal of this lease, MHA shall determine whether the Resident is eligible to remain in public housing, what the amount of Resident's rent should be (except for those who have chosen to pay a flat rent), and whether the dwelling size is still appropriate for Resident's needs.

Within sixty days prior to the expiration of the initial or any renewal term of this lease, Resident shall furnish to MHA accurate information as to his/her family income, employment, family composition and such other matters as may be required by MHA. If the Resident fails to comply with the above terms and conditions MHA, with thirty (30) days notice to Resident, shall increase the Resident's rent to the flat rent for that size unit.

In addition to the rent increase the lease shall not be renewed for an additional term unless and until Resident has furnished the required information to MHA and MHA has made the determinations described herein. Failure to make reasonable efforts to abide by all recertification requirements shall be considered a violation of the material terms of this lease and may lead to non-renewal of the lease and/or eviction. MHA shall make its determination in accordance with the approved Admissions and Continued Occupancy Policy available in the Central and Golden Gate Village Complex offices.

RENTAL CHOICE: At the annual recertification, MHA shall offer the family the choice to pay rent calculated on the income-based formula or the flat rent for the bedroom size occupied by the family. The family can only choose to pay a flat rent at the time of the annual recertification. In the case of a rental decrease that causes a hardship for the family, the rent may be reduced and calculated using the income-based formula. If the rent is reduced, the family may not return to a flat rent until the next scheduled recertification and all changes in the family income must be reported with 10 days of the occurrence.

FLAT RENT: The family can only choose to pay a flat rent at the time of the annual recertification. A Resident that has chosen to pay flat rent will not have his/her income used to determine the rental payment but will be subject to an annual rental increase based on a survey of the reasonable rents in the community. Said survey may be conducted by MHA on an annual basis. Such increase will be effective at the time of the annual redetermination of eligibility for continued occupancy. The Resident paying flat rent will be required to report to MHA on an annual basis the family composition of the household and to review and sign required documents.

B. INTERIM RECERTIFICATIONS: Upon good and sufficient reason, MHA may request income information and family composition at any time other than the annual recertification.

Resident is required to submit any change in income information and/or family composition within ten (10) days from the change.

To qualify for a reduction in rent, the Resident or a member of the Resident's household must have experienced a decrease in income or other change in their financial circumstances that has or is expected to last at least 30 days or has occurred prior to the 15th of the month and has been reported by the 25th of the month. A decrease in rent will be effective the month following the report if the decrease in income occurred prior to the 15th of the month or is expected to last for a 30-day period and the change was reported by the 25th of the month. Should the only member of the family who has income leave the residence without notice, the remaining family member

must report the change and where there is no other source of income the rent will be reduced the first of the month following the report. However, the remaining adult family member must show proof there is no other source income for the family.

All Residents not paying flat rent must report all increases in income. MHA will determine, based on HUD regulations and MHA policy, if a rent increase is required. An increase in rent will be effective the month following the actual increase.

Changes in income or family composition shall be reported to MHA within ten (10) days of the change and documentation presented to MHA within fifteen (15) days.

A MISREPRESENTATION TO MHA OF THE FACTS UPON WHICH THE RESIDENT'S RENT IS BASED OR A FAILURE TO REPORT CHANGES IN INCOME OR FAMILY COMPOSITION MAY CONSTITUTE A VIOLATION OF THE MATERIAL TERMS OF THIS LEASE AND MAY RESULT IN A TERMINATION THEREOF.

When a determination is made by MHA as to the actual family income for past rental periods that is greater than the reported income, the Resident agrees he/she will be liable to pay any and all retroactive rents due based on the rent Resident would have been charged had Resident furnished MHA with the requested information or had not provided false information. MHA, at its sole discretion, may allow a repayment agreement for retroactive rent changes or may proceed with termination of the lease and collect the amounts due through other appropriate legal means.

C. RENT CHANGES BASED ON ANNUAL OR INTERIM RECERTIFICATION: The rent, as fixed in Section 2 of the lease, or as adjusted pursuant to the annual or interim review, will remain in effect for the period between regular rent recertification.

In the event any rent adjustment is made during the initial or any renewal term of this lease, MHA will mail or give a written notice of such rent adjustment to Resident. Such notice shall specify the date upon which the rent adjustment is effective. Such change in rental payment will be mailed 30-days prior to the effective date of the change. However, MHA is not responsible for delays in postal delivery; said notification will be considered completed upon posting of the notice with the correct address with postage prepaid in a proper mail receptacle. However, where a delay in the delivery of said notice by the Postal Service can be verified, notice shall be deemed complete on the date of actual delivery to the Resident. A Postal Service stamp upon the envelope stating that an item was misrouted shall be considered proof of such delay.

D. CHANGES IN BEDROOM SIZE: Resident agrees that if MHA decides that the size of the dwelling unit is no longer appropriate to Resident's needs based upon approved occupancy standards, Resident agrees to move at Resident's own expense into a unit MHA assigns the Resident within (30) days after being notified of the assignment. MHA may assign the Resident to another unit in accordance with MHA's Admissions and Continued Occupancy Policy. However, Resident shall also be notified that Resident may ask for an explanation stating the specific grounds for such occupancy determination and that if Resident does not agree with the determination, Resident shall have the right to request a grievance hearing under MHA's Complaint Procedure.

SECTION 4. RESIDENT OBLIGATIONS

Resident agrees:

- A. To use the dwelling unit as a private dwelling for the Resident and the Resident's household as identified in Section 1 of this lease and shall not use or permit the use of the premises without the permission of MHA for any other purpose. With the prior written consent of MHA, members of the household may engage in legal profit making activities in the dwelling unit when MHA determines that such activities are incidental to the primary use of the leased unit for a residence by members of the household.
- B. Resident and his/her household shall have the right to the exclusive use and occupancy of the premises. Resident shall not allow any other person or persons, including guests or visitors, to reside in the dwelling unit during the Resident's absence or for a period of more than two weeks, without the express written

approval of the MHA, and shall not provide accommodations for boarders or lodgers. If it is anticipated that a guest or visitor will be residing with the Resident for longer than 14 days, the Resident must notify the Program Manager and must obtain prior written consent. Furthermore, no guest or visitor may reside in the dwelling unit in excess of twenty-eight calendar days per year. 'Guest' is defined as a person in the leased unit with the consent of a household member.

- C. Resident shall use reasonable care to keep his/her unit in a clean and safe condition and shall use the dwelling unit, together with all electrical, plumbing, sanitary, heating, ventilating, air conditioning, elevator and other facilities, appliances and appurtenances, in a reasonable manner. Resident shall refrain from, and cause his/her household and guests to refrain from, destroying, defacing, damaging, or removing any part of the premises or project. Resident shall promptly notify MHA of any need for repairs to his/her dwelling unit or of any unsafe conditions in the common areas or grounds surrounding the unit that may lead to damage or injury.
- D. Resident may not assign this lease, or sublet or transfer possession of the dwelling or any portion thereof.
- E. To abide by all necessary and reasonable rules and regulations promulgated by MHA's Board of Commissioners that are incorporated herein by reference, as well as all rules, regulations, and ordinances promulgated by HUD or the State of California for the benefit and well being of MHA or Public Housing Residents and to comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.
- F. To dispose of all ashes, garbage, rubbish and other waste from the premises in a sanitary and safe manner. Resident agrees not to cause, support, permit or maintain any nuisance in or about any part of the dwelling unit. Resident agrees not to commit waste or to allow waste to be committed upon the premises.
- G. To allow pest extermination and cooperate with MHA in preparing the unit for extermination.
- H. To use all electrical, plumbing, sanitary, heating, ventilation and other facilities and appliances, including elevators, in the manner for which they were intended to be used. To notify MHA promptly of the need for any repairs to the dwelling unit, or the electric, plumbing, sanitary, heating, ventilating, or other systems or appliances supplied by MHA.
- I. Not to make any repairs or alterations without the prior written consent of MHA. The use of nails, screws, or other fasteners in any part of the dwelling unit shall be done in a manner that does not damage the walls and the placing of any decals or any other adhesive backed material on the walls, cabinets, refrigerators, ranges, plumbing fixtures or other equipment owned by MHA shall be done in a manner that will not damage the property and will allow for easy removal. Resident agrees not to permanently affix anything to floors.
- J. To pay all reasonable charges, other than for normal wear and tear, for the repair of damages to the dwelling unit, housing complex building, facilities, appliances, common areas, or grounds caused by the Resident, Resident's household members or guests. Such charges shall be billed to the Resident and shall specify the damaged item, repairs made, and the cost thereof. Such charges shall not be due and collectible until the 1st day of the month following MHA giving the Resident written notice of the charges. The Resident shall have the right to request a hearing under MHA's grievance procedure if they disagree with the charges, as long as said request is made within 10 days of the notice of the charge. **BROKEN WINDOW CHARGES.** Resident will be responsible for charges to repair broken windows and doors, unless Resident presents a certified police report to MHA within 48 hours of the date the damage occurred.
- K. Not to keep or permit any household member or guest to keep any dog, cat, or any other animal on the premises unless the Resident has registered the animal and complied with MHA pet policy. Residents who keep a pet in or about the premises must comply with the pet rules and regulations, except those pets that are certified and trained auxiliary animals for disabled Residents. Residents shall abide by all the regulations of MHA respecting the care and control of such animals. (in Exhibit C)
- L. Resident maintenance. Residents shall perform routine maintenance tasks where performance of such tasks by residents of dwelling units of a similar design and construction is customary. MHA shall exempt residents who are unable to perform such tasks because of age and disability. Where the Resident fails to

perform such routine tasks and MHA staff is required to perform the task the Resident will be charged the standard maintenance cost for time and material.

- M.** To act and cause household members or guests to act in a manner which shall not disturb other Residents and/or neighbors' peaceful enjoyment of their accommodations and will be conducive to maintaining the complex and/or neighborhood in a decent, safe and sanitary condition.
- N.** Resident agrees not to store personal property including, but not limited to, non-operational vehicles, trailers, boats, etc., in the common areas of the complex or in any assigned or posted parking areas. Resident shall not use the common areas or posted parking areas for repairing vehicles.
- O.** To assure that the Resident, any member of the household, guest or other person under Resident's control shall not engage in:
 - Any activity that threatens the health, safety or right to peaceful enjoyment of the premises, property or neighborhood by other Residents, neighbors, or employees of MHA; or
 - Any drug related or violent criminal activity, on or off the public housing complex's property. Such activity shall be cause for termination of tenancy. Drug-related criminal activity means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, or distribute a controlled substance; or
 - Any illegal use of a controlled substance, or abuse of alcohol or use of a controlled substance in a way that interferes with the health, safety or right to peaceful enjoyment of the premises, property or neighborhood by other Residents, neighbors or employees of MHA.
- P.** Residents will comply with the general rules and regulations incorporated herein by reference with regard to the following:
 - Abiding by the Pet Policy,
 - Refraining from permitting unauthorized person(s) entrance to the buildings.

SECTION 5: MHA OBLIGATIONS

MHA agrees:

- A.** To maintain the building, common areas, and grounds of the project or apartment building in a decent, safe and sanitary condition and in compliance with the requirements of applicable building codes, housing codes, and regulations of HUD. MHA shall maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilating, and elevator facilities and all appliances supplied by MHA pursuant to this lease.
- B.** Repairs to the dwelling unit or any appurtenances thereto shall be made within a reasonable time at the cost and expense of MHA. If the Resident, Resident's household, or guests caused the damage, the reasonable cost of the repairs shall be charged to the Resident. Said charges will be due and payable the first of the month following billing.
- C.** In the event that the dwelling unit is damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the occupants, and Resident shall have immediately notified MHA of such damage, MHA shall endeavor to have such damage repaired within a reasonable time. When necessary repairs cannot be made within a reasonable time, MHA shall offer temporary accommodations to Resident. If the Resident remains in the unit, and if the damage was not caused by Resident, Resident's household or guests, the rent of the premises shall be abated in proportion to the seriousness of the damage and the loss in value of the unit as a dwelling, beginning 72 hours from the time at which Resident gave notice to MHA and continuing until the damage is substantially repaired or Resident is offered alternative accommodations. The rent shall not abate if Resident rejects reasonable accommodations.
- D.** To provide and maintain appropriate receptacles for the deposit of ashes, garbage, rubbish and other waste removed from the premises by the Resident. Golden Gate Village residents will be supplied with (1) 32 gallon garbage container. If additional containers are required, the Resident will be charged the rate MHA is charged by the provider.

- E. Provide, upon written request, reasonable accommodations for handicapped or disabled Residents. Such requests by the Resident may be made at any time during residency.
- F. To notify the Resident of the specific grounds for any proposed adverse action by MHA.
- G. To abide by the rules and procedures adopted by its Board of Commissioners and the Department of Housing and Urban Development.

SECTION 6: ILLEGAL ACTIVITY: It is the policy of MHA that public housing shall not be available to Residents or members of their households who engage in drug related or violent criminal activity, or who permit guests or other invitees to engage in such activity. To this end, Resident hereby covenants and agrees as follows:

During the term of his/her tenancy hereunder, Resident shall not engage in any drug related or violent criminal activity, whether said activity occurs on the leased premises, or off the housing complex property. Any Resident or member of the Resident's family who is found to be a registered sex offender may be evicted.

NOTICE: The California Department of Justice, sheriff's department, police departments serving jurisdictions of 200,000 or more, and many local law enforcement authorities maintain for public access a database of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code.

During the term of his/her tenancy, Resident shall not permit any member of Resident's household that resides with the Resident during the term hereof, whether a minor or an adult, to engage in any drug related or violent criminal activity, whether that activity occurs on the leased premises, or off the housing complex property. Unless the Resident can prove otherwise, it shall be presumed that any individual who is listed on the lease as a member of Resident's household, and who engages in any drug related or violent criminal activity, resides with Resident.

During the term of this lease, the Resident shall not permit any guests or visitors of either Resident or any member of Resident's household to engage in any drug related or violent criminal activity on or near the leased premises. Unless the Resident can demonstrate otherwise, it shall be presumed that any person engaging in drug related or violent criminal activity is a guest or a visitor of the Resident or member of his/her household if said criminal activity takes place on the leased premises.

For purposes of this covenant, criminal activity shall be defined as serious criminal misconduct that threatens the health and safety of other Residents or MHA employees or that threatens the peaceful enjoyment of the property by other Residents. The following are examples of serious criminal misconduct, violent activity, or any drug-related criminal activity:

- Physical assault or battery to any person whatsoever;
- Threatened use of a deadly weapon;
- Theft that occurs on the property;
- Illegal use of a firearm or other weapon or the threat to use a firearm or other weapon;
- Illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use a controlled substance;
- Sexual molestation and other similar or related serious misconduct.

Compliance with this covenant is a material condition for continued occupancy of the leased premises by the Resident, and any breach of this covenant by Resident shall be cause for termination of this lease. If MHA believes, in good faith, that a breach of this covenant has occurred, it may terminate this tenancy without regard to whether or not any person, whose conduct is at issue, has been arrested, charged, or convicted by law. It shall be MHA's duty, in any eviction proceedings, to prove by a preponderance of the evidence that a breach of this covenant has occurred.

Special Conditions

When MHA believes, in good faith, that a criminal activity as defined above has occurred, the Resident's grievance rights are modified as found in the Complaint Procedures under the Section labeled Special Complaints. Where there is a threat of physical violence, actual physical violence, or a weapon involved that could be used for physical violence, or where there is a drug related criminal activity, no meeting is necessary or where a physical attack is made on a resident or MHA staff member the Informal Hearing is waived and a Formal Hearing will be scheduled as soon as possible.

When any household member is evicted pursuant to this section and one or more household members are permitted to remain, the remaining members may not allow the evicted member to continue to reside at or occupy the premises, or to visit the premises, except for brief daytime visitations with the evicted person's children or grandchildren. This exclusion from the household shall remain in effect unless and until MHA agrees to permit the evicted member to reoccupy the premises. Failure to comply with this provision shall be considered a breach of the lease, subject to a 30-day notice of proposed eviction, with full rights to the Complaint Procedure.

SECTION 7: COMMUNITY SERVICE REQUIREMENT

Each non-exempt adult Resident must contribute eight (8) hours of community service each month in the community in which the Resident's public housing project is located, or participate in an economic self-sufficiency program for 8 hours each month, or combine the performance of community service and an economic self-sufficiency program for a total of 8 hours per month.

The following Residents are exempt from this requirement:

- Residents 62 years of age or older; or
- Residents who are employed; or
- Residents who are blind; or
- Residents who are disabled and unable to perform any type of community service; or
- Student Residents who are 18 years old, a senior in high school, and will graduate by their 19th birthday, or who are engaged in a full time educational program that is designed to assist the family member in securing employment at the end of the program; or
- Residents who are participating in a welfare-to-work program, as verified by the welfare agency, or receiving assistance from, and are in compliance with, a state program funded under part A, Title IV of the Social Security Act.

Community Service is the performance of volunteer work or duties that are a public benefit, and that serve to improve the quality of life, enhance Resident self-sufficiency, or increase Resident self-responsibility in the community. Community service is not employment and may not include political activities.

Reporting Requirement. Each eligible adult is responsible for having the volunteer agency report to MHA the number of hours that the Resident has completed each month. If more than 3 months pass without MHA receiving verification of the volunteer hours, the Resident will be in breach of the dwelling lease and can be subject to termination of the dwelling lease.

Non-Compliance: If the family is in non-compliance with the community service requirement, MHA may, at its discretion, enter into an agreement allowing the non-compliant adult to cure the non-compliance by entering into an agreement that they will make up the missed hours as well as maintain the current hours during the next 12-month period. If the family fails to complete all required community service hours as specified under the agreement, MHAs shall serve the household with a 30-Day notice to terminate the tenancy for breach of the lease.

The lease shall not be renewed if the family fails to comply with the community service requirement. If MHA or the Resident does not enter into an agreement to correct the breach, the household shall be served with a 30-Day notice to terminate the tenancy for breach of the lease.

SECTION 8: INSPECTIONS

Before the Resident moves into the dwelling, the Program Manager and Resident and/or Resident's representative shall inspect the dwelling unit jointly and a written checklist shall be made regarding the condition of the dwelling unit and the equipment in it. This checklist will be signed by the Resident or Resident's representative and MHA representative. A copy will be retained in the Resident's file.

Resident agrees that the duly authorized agent, employee, or a representative of MHA will be permitted to enter the unit to determine the condition of the unit or make improvements or repairs, or to show the premises for re-leasing. If the Resident denies access to the unit, MHA will give the Resident 24 hours notice of the intent to enter the unit.

An authorized agent, or employee or representative of MHA shall have the right to enter Resident's dwelling unit without prior notice to the Resident if MHA reasonably believes that an emergency exists, which requires immediate entry. The agent, employee or representative will leave on the premises in writing the date, time and purpose of such entrance, and the nature of the emergency which necessitated it, prior to leaving the premises.

Prior to vacating the unit, the Resident may request a pre-vacate inspection with MHA staff to determine what needs to be done to the unit to ensure there will be no damage charges.

When Resident vacates the unit, the Program Manager and Resident or Resident's representative will inspect the dwelling unit jointly and a written checklist shall be made regarding the condition of the unit. The Resident will be given a copy of the inspection and a copy retained in the resident file.

SECTION 9: NOTICES

Any notice required by the provisions of this lease are sufficient if delivered in writing to the Resident personally, or to an adult member of the Resident's household residing in the dwelling unit or, if sent by mail, it shall be prepaid, first class mail, and properly addressed to Resident. Notices sent through the mail will be considered served when deposited in a proper mail receptacle with the correct address and the postage prepaid. MHA is not responsible for prompt delivery or failure of delivery of the notice by the Postal Service. However, where a delay in the delivery of said notice by the Postal Service can be verified, notice shall be deemed complete on the date of actual delivery to the Resident. A Postal Service stamp upon the envelope stating that an item was misrouted shall be considered proof of such delay.

Notice to MHA must be in writing, and either delivered to a Program Manager of the property where the Resident resides or sent to MHA by prepaid, first class mail, and properly addressed. Notice may be given on any day of the month and any notice period shall include Saturdays, Sundays and holidays.

SECTION 10: TERMINATION

BY RESIDENT: The Resident may terminate this lease at any time by giving thirty (30) days written notice. Resident agrees to leave the dwelling unit clean and in good condition, reasonable wear and tear excepted, and return the keys. The Resident is responsible for the monthly rent until the keys are returned to the Program Manager. The Resident may rescind his/her 30-Day Notice to Vacate at any time prior to the end of the 30-Day notice period.

BY MHA: This lease may not be terminated nor shall MHA refuse to renew the lease except for good cause. Good cause shall include but not be limited to: failure to make payments due under the lease, failure to fulfill the Resident obligations set forth herein, engaging in illegal activities including but not limited to violent criminal activities or drug related criminal activities, failure to perform the community service requirement, failure to allow required and/or noticed inspections of the unit, discovery of a material false statement or fraud by the Resident in connection with an application for assistance or with reexamination of income or family composition, discovery of admission of facts that make the Resident ineligible for continued occupancy, discovery that the Resident is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime that is a felony under the laws of the place from which the individual flees, or violating a condition of probation or parole imposed under Federal or State law, or for other good cause.

The notice shall state the reasons for the termination, and shall inform Resident of his/her right to make such reply as s/he may wish and of his/her right to request a hearing in accordance with the Complaint Procedures of

MHA. Where Resident has failed to pay rent when due, such notice of termination shall be given not less than 14 days prior to the termination of this lease. Where there exists a threat to the health or safety of other Residents or MHA employees, such notice of termination shall be given at a time and in a manner consistent with the exigencies of the situation. Where the lease is to be terminated solely for causes other than a failure to pay rent, illegal activities, or a threat to health and safety, such notice shall be given not less than 30 days prior to the termination of this lease. A 30-day notice to terminating the lease will be given if the Resident willfully destroys property of MHA.

Non-disabled Residents residing in a designated accessible unit shall be required to relocate to a non-accessible suitably sized unit within 30 days of notice to relocate. Failure to comply will be a material breach of this lease and shall be subject to termination of this lease upon 30-Day Notice to Quit.

If the Resident vacates the dwelling unit, or is absent from the premises for a period of twenty-one (21) consecutive days without prior written notice to, or without consent of MHA, and otherwise evidences intent to abandon, MHA may deem the premises abandoned. When cause exists to believe that the Resident has abandoned the unit, this lease will terminate immediately upon posting of a Notice of Abandonment.

If the Resident leaves any property on the premises after vacating or abandonment, Resident shall be deemed to have abandoned the property and MHA may enter into the unit and dispose of the property if the value is less than \$300.00 as determined by MHA. If the value is more than \$300.00, MHA may hold such property for twenty-one days after the termination of the Lease. MHA may then dispose of the property as necessary. In either case, MHA may assess the Resident the cost of the removal and/or storage.

MHA may evict the Resident only by bringing a court action. The MHA termination notice shall be given in accordance with legal provisions. MHA shall give written notice of the termination of the lease by:

- Fourteen (14) day notice in the case of failure to pay rent followed by a three (3) day notice to pay or quit eleven (11) days after the service of the 14-day notice to pay or quit; or
- Thirty (30) day notice in the case of failure to pay charges followed by a three (3) day notice to pay or quit twenty-seven (27) days after the service of the 30-day notice to pay or quit; or
- A reasonable time commensurate with the exigencies of the situation, usually a 3-day notice where there is a threat of physical violence or a drug related criminal activity (but in no case shall the time exceed 30 days), in the case of criminal activity which constitutes a threat to other Residents or employees of MHA or any drug-related criminal activity on or off the complex grounds; or
- Thirty (30) days for other breaches of the lease.

A notice to vacate pursuant to state law may run concurrently with a notice of lease termination.

If the dwelling unit is damaged by fire or other casualty such as to be uninhabitable for any period in excess of 30-days, the lease shall automatically terminate and Resident must either accept alternative accommodations and enter into a new lease or vacate the premises.

SECTION 11: COMPLAINTS OR GRIEVANCES

Complaints, grievances, or appeals arising under this lease shall be processed and resolved pursuant to the Complaint Procedure of MHA, which is in effect at the time such complaint, grievance, or appeal arises and which procedure is incorporated herein by addendum. (This provision is only applicable to situations whereby MHA is required to afford Residents the opportunity for a hearing.)

SECTION 12. GENERAL PROVISIONS

This lease and any future adjustments of rent and/or household members, made in accordance with the provisions of this lease, and the items incorporated herein by reference, evidence the entire agreement between MHA and Resident.

Modifications to the lease must be made by a written rider to the lease, with written notice to Resident, provided, however, that all items incorporated herein by reference may be modified by MHA so long as MHA complies

with the regulations of HUD that govern such modifications. Affected Residents shall be given at least thirty (30) days written notice of such modifications.

The rights and remedies of MHA under this lease shall not be exclusive of any other right or remedy provided by this lease, or allowed by law, and the waiver by MHA of any breach or covenant of this lease shall be limited to such particular instance and shall not operate or be deemed to be waiver of any breach of the same or any other covenant on the same or any other occasions.

The failure of MHA to insist in any one or more instances upon strict performance of any of the covenants, terms, conditions, or to exercise any options herein, shall not be considered a waiver or relinquishment for the future of the covenants, terms, conditions, or options but the same shall continue and remain in full force and effect. The receipt by MHA of rent, even with knowledge of the breach of any covenant or condition hereof, shall not be deemed a waiver of such breach or any other breach.

In the event that MHA or Resident shall commence any legal action, proceeding against the other to enforce any covenant, term, or condition of this lease, the prevailing party shall be entitled to recover an award of reasonable cost and attorney fees.

MHA intends and believes that each provision in this lease comports with all applicable local, state and federal laws and judicial decisions. However, if any of the provisions of this lease shall, to any extent, be found by a court of law to be invalid or unenforceable, the remaining provisions of this lease shall be valid and enforceable to the fullest extent permitted by law.

The Resident understands and agrees that:

- The smoke alarm is not fire detecting equipment, but a warning system of potential danger, activated by an atmosphere having smoke-like qualities. Said equipment is installed by MHA for the welfare and benefit of the Resident without additional rent charge. The Resident shall not attempt readjustments, shall not in any way physically modify any part of said system and shall not create a condition or situation which will prevent said system from properly functioning; and
- Resident is aware of the LIMITATIONS OF SMOKE DETECTORS, in that smoke detectors have saved thousands of lives in the past and will save thousands more in the future. Nevertheless, smoke detectors have limitations. They may not provide early warning of fire developing on another level of a residence. A second floor detector, for example, may not detect a first floor fire. For this reason, detectors should be located at every level of a residence. Because residential fires develop in different ways and are often unpredictable in their growth, no fire detector is completely fail safe in sensing every fire in time. Detectors have sensing limitations. A smoke detector cannot be expected to provide warning against fires resulting from inadequate fire protection practices, smoking in bed, violent explosions, escaping gas, fires started by children left alone at home, flammable cleaning solvents, and other safety hazards.

I (have read) or (have had read to me) and fully understand the provisions of this Lease and I agree to its provisions.

BY: _____
Resident

Date: _____

BY: _____
Resident

Date: _____

BY: _____
HOUSING AUTHORITY OF THE COUNTY OF MARIN
Program Manager

Date: _____

IN THE PRESENCE OF: _____ IN WITNESS WHEREOF, The parties have
executed this Lease on the _____ day of _____, 200__
in _____, California.

SECTION 18D #4

Housing Choice Voucher Administrative Plan
Section of Chapter 8
VOUCHER ISSUANCE AND BRIEFINGS
(24 CFR 982.301, 982.302)

INTRODUCTION

MHA's objectives are to assure that families selected to participate are successful in obtaining an acceptable housing unit, and that they have sufficient knowledge to derive maximum benefit from the program and to comply with program requirements. When eligibility has been determined, MHA will conduct a mandatory briefing to ensure that families know how the program works. The briefing will provide a broad description of owner and family responsibilities, MHA procedures, and how to lease a unit. The family will also receive a briefing packet which provides more detailed information about the program. This Chapter describes how briefings will be conducted, the information that will be provided to families, and the policies for how changes in the family composition will be handled.

A. ISSUANCE OF VOUCHERS [24 CFR §982.204(d), §982.54(d)(2)]

When funding is available, MHA will issue vouchers to applicants whose eligibility has been determined. The number of vouchers issued must ensure that MHA stays as close as possible to 100% lease-up. MHA performs a **monthly** calculation manually to determine whether applications can be processed, and the number of vouchers that can be issued. MHA may over-issue vouchers only to the extent necessary to meet leasing goals. MHA will make every effort to honor all issued vouchers. However, any vouchers that are over-issued but no RFTA has been submitted may be rescinded if MHA determines that the ACC contracts will not support the HAP payments for a new HAP contract.

B. ISSUANCE OF SPECIAL VOUCHER FOR CRITICAL LIFE-THREATENING CIRCUMSTANCES

In critical life-threatening circumstances, Marin Housing Authority may request a waiver from HUD of 24 CFR 982.204(a) to provide a family with a Housing Choice Voucher if all of the following conditions are met:

1. The family is currently residing at one of the public housing projects, specifically the Marin City Public Housing Project known as Golden Gate Village, and
2. The family must be in good standing and does not owe Marin Housing Authority any money or has a current repayment agreement for unpaid balances and does not have any outstanding lease violation notices, and
3. The family has been determined to be in an immediate critical life threatening situation, and
4. The critical life threatening situation has been supported and documented by a law enforcement agency, and
5. There is no alternative affordable housing unit available in Marin Housing Authority's housing stock, and
6. Marin Housing Authority has received a written waiver from HUD to allow the resident family to be admitted to the Housing Choice Voucher Program.

SECTION 18D #5

DECONCENTRATION

The Quality Housing and Work Responsibility Act of 1998 requires that a housing authority set forth in its Annual Plan a description of its admissions and other policies designed to provide for deconcentration of poverty and income mixing in identified projects where deconcentration has been determined to be necessary.

DECONCENTRATION POLICY

Section 8 Housing Choice Voucher Program

The MHA's policy is designed to provide maximum flexibility to assist families in making their housing choices regardless of race or income within qualifying income ranges.

The Section 8 Voucher program requires that 75% of all new participants receiving a certificate have incomes that do not exceed 30% of the area's median income. Families whose income does not exceed 30% of area median income will be referred to as "extremely low income families". MHA will monitor its admissions to ensure that the 75% requirement is met.

To increase housing choices of Section 8 participants, the MHA will inform all recipients of the full range of geographic areas where they may seek housing, including those outside of poverty or minority concentration. MHA will provide maps that show various areas with housing opportunities outside of areas of poverty or minority concentrations. With the assistance of our Housing Assistline staff, MHA will provide up-to-date information on affordable apartments and houses available in the County. These will include those located outside of poverty or minority concentration areas.

MHA's Landlord Liaison Officer will encourage owners of units located outside areas of poverty or minority concentrations to participate in the Section 8 Housing Voucher Program.

MHA will analyze whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentrations. An annual analysis of MHA's participant base will be undertaken to determine if half or more of all Section 8 families with children assisted by MHA are residing in *low* poverty census tracts and/or if the percentage of families that moved during the year into areas that are not considered low poverty is at least 2% higher than during the last fiscal year. Areas designated as having *high* poverty or minority concentrations are determined annually by a HUD survey. In Marin, there are currently three census tracts so designated as poverty-impacted: East San Rafael, downtown San Rafael, and Marin City.

Public Housing Program

Marin Housing has only one complex that is classified as a *General Occupancy* complex; therefore, MHA is exempt from the Quality Housing and Work Responsibility Act of 1998 that requires deconcentration of poverty in public housing projects. With respect to income targeting, MHA will monitor its admissions to ensure that at least 40% of families admitted to public housing each year have incomes that do not exceed 30% of area median ("extremely low income families").

MHA's policies are designed to provide maximum flexibility to its clients by providing them with the maximum number of housing choices regardless of race or income within qualifying income ranges.

Gross annual income is used for income limits at admission and for income-mixing purposes. MHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in MHA's deconcentration efforts. In general, MHA's deconcentration policy emphasizes working with *current* residents to improve their incomes and become self-sufficient, thereby contributing to a broader income mix in the public housing community.

MHA will:

1. Do outreach to potential applicants who are underrepresented households.
2. Grant transfers, in accordance with MHA's transfer policy, found in Chapter 11 of the Occupancy Policy, between projects and programs to provide flexible housing options and further deconcentration goals.
3. Inform applicants of the advantages available for working families, such as flat rents and the disallowance of earned income in certain circumstances. (Determination of Total Tenant Payment, Chapter 7, Occupancy Policy).
4. Encourage a broader range of incomes by implementing incentives for working families, as described in Chapter 7 of the Occupancy Policy.

CALENDAR YEAR 2005 PROGRESS REPORT

The Housing Authority has established goals around three general areas: 1) maximize affordable housing options, 2) enhance services to clients, 3) continue to build collaborations. During the reporting period the Housing Authority has accomplished the following:

1. Maximize Affordable Housing Options

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| Fully Utilize Section 8 Voucher and Public Housing Programs | The Section 8 Housing Voucher Choice Program is at 100% lease-up. |
| Preserve Existing Affordable Housing Stock | <p>100% of Section 8 units were inspected to meet housing quality standards.</p> <p>Garbage chutes in the high-rise building are being remodeled and the parking lots are being repaved.</p> <p>\$146,800 in CDBG funding was secured for the calendar year 2005 for the Residential Rehabilitation Program. 23 loans were made, totaling \$517,000 for 2005.</p> |
| Prevent Homelessness | <p>Reporting period of calendar year 2005.</p> <p>Through the Rebate to Marin Renters program, shallow rent subsidies were provided to 109 elderly and disabled households. 150 formerly homeless mentally ill individuals received supportive services through the Shelter Plus Care Program.</p> <p>60 persons with HIV/AIDS received HOPWA rental assistance.</p> <p>Secured state funding to provide supportive services to 250 tenants who will receive case management services.</p> <p>Secured county funding to provide Information and Referral service to 2052 callers.</p> <p>Provided case management and homelessness prevention to 260 disabled residents of Public Housing.</p> |
| Promote Homeownership Opportunities | <p>Maintained portfolio of 304 Below Market Rate homes; 15 new first-time homebuyers purchased homes 2005.</p> <p>Provided technical assistance to 6 developers regarding new affordable ownership housing developments. Participated in 2 first time homebuyer seminars.</p> <p>The Section 8 Homeownership Program assisted 6 families who have completed the loan approval process and are now living in their own homes.</p> |

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| | \$2.6 million of tax-exempt bond allocation was secured from CDLAC in 2005. 12 MCCs were issued to first-time homebuyers in conjunction with home purchase, representing \$304.800 in tax credits and \$1.6 million in mortgage loans. |
| Increase Access to Housing Opportunities by Increasing Tenant Incomes | The Family Self-Sufficiency Program (and Fatherhood Program) provided services to 56 Marin City Public Housing residents and 137 Section 8 participants. Total number of escrow accounts is 91. |

2. Enhance Services to Clients

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| Demystify Services Through Enhanced Communication | <p>The Housing Assistline responded to 7,548 calls and inquires.</p> <p>There have been 23 Section 8 briefings between 7/1/01 and 6/30/02. 398 families received vouchers with 314 of them finding housing. Sixty-four of that group are still actively seeking housing with only 21 families not finding housing before their certificate expired.</p> <p>Ten monthly newsletters that provide program updates, interesting facts, and program successes were distributed to Section 8 owners.</p> <p>MHA has had 12 meetings with Marin City residents on maintenance and operations of the project. There have been 4 safety meeting with the residents and Sheriff's department with a continuing schedule of one meeting per month. The residents have had four meetings on policy changes and one meeting on the new budget.</p> <p>There have been County-wide Senior/Disabled meetings through 6/30/02 that have provided residents with an opportunity to discuss capital improvements, safety and security issues, maintenance issues and condition of the premises. There have been two meetings to discuss policy changes.</p> <p>Monthly newsletters are sent to all residents in public housing.</p> |
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| Implement, Monitor and Improve Client Feedback | <p>Six surveys to obtain client feedback were implemented: Marin City maintenance service; residential rehab loan program; new Section 8 landlords; Senior/Disabled Projects; Housing Action Team; and Shelter Plus Care participants.</p> <p>MHA met monthly with the MCRMC/residents for informational exchange.</p> <p>PHDEP and HUD Resident Satisfaction Surveys will be completed on schedule.</p> <p>MHA's central office and the Marin City Public Housing project have client suggestion boxes.</p> |
| Streamline External Procedures | <p>Marin Housing is exploring ways to utilize the current technology to enhance the efficiency of the agency's operations. In-house information exchange will be via the computer. Information from HUD and other organizations will be gathered from the Internet and made available to staff on the computer. All employees with computers will have internal and external e-mail and the agency continues to explore the uses of computer technology to communicate with and transmit contract and amendment changes to owners and landlords.</p> <p>Marin Housing has established a web site with information about its programs, applications, income limits and employment opportunities.</p> |
| Streamline Internal Procedures and Systems | <p>The Section 8 Administrative and Public Housing Admission and Continual Occupancy Policies were reviewed for compliance. Most of the chapters were updated, reviewed by the Resident Advisory Board and approved by the Board of Commissioners.</p> |
| New database system to track homeless in the county. | <p>MHA created and installed a new database system in conjunction with the Continuum to collect data on homelessness in Marin. MHA does the data input and report writing for the community.</p> |

3. Continue to Build Collaborations

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| Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector | <p>MHA senior staff attends and plays a leadership role in the Marin Continuum of Housing & Services meetings and the Housing Council.</p> |
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RESIDENT COMMENTS

Resident

Membership of the PHA Governing Board

The Board of Commissioners of the Housing Authority of the County of Marin is comprised of the five members of the Board of Supervisors augmented with two residents of public housing – Hazel Goff of Marin City and Robert Gallimore of Golden Hinde. The Marin County Board of Supervisors selects these members pursuant to a public selection process.

Membership of the Resident Advisory Board

The Resident Advisory Board (RAB) consists of six Section 8 participants and six public housing residents. The current RAB includes the following:

| | | | |
|------------------|----------------|-------------------|-----------|
| Lisa Fleming | Public Housing | Sherri Anderson | Section 8 |
| Robert Gallimore | Public Housing | Allison Clark | Section 8 |
| Robert Hernandez | Public Housing | Sharena Lares | Section 8 |
| Royce McLemore | Public Housing | Jerry McDonald | Section 8 |
| Gracie Stover | Public Housing | Sandra Schartzner | Section 8 |
| Anne Taylor | Public Housing | Kishanna Townsend | Section 8 |

Resident Comments

Marin Housing Authority engaged in an extensive process of seeking resident and public comments on our Agency Plan. The Resident Advisory Board held six meetings to discuss and comment on the Plan, including the Goals and Strategies. In addition, staff held two meetings with the Golden Gate Village Resident Council (GGVRC) in Marin City, one open meeting with the residents of Golden Gate Village Public Housing, and one open meeting for the five Elderly/Disabled Public Housing Complexes. Resident comments and the responses to and changes made based on those comments are discussed below.

AGENCY GOALS

Comment: Under making homeownership more affordable, is Marin Housing planning to help the Marin City residents buy homes? *Under the Family Self-Sufficiency Program, a family can escrow a portion of their adjusted income that is derived from earned income that can and has been used by Public Housing residents to purchase a home. However, due to the recent change from HUD, Marin Housing cannot transfer a public housing resident into the Voucher Program to allow them to take advantage of the Section 8 Voucher Homeownership Program.*

CAPITAL FUND PROGRAM

Comment: The anticipated reduction of 20% funding that is in the 5-year budget, is that for each year for 5 years or just for 1 year? *For 2006, HUD has requested about 10% less from Congress than the 2005 funding level. The 2005 funding was about 5% less than 2004's. We anticipate that these lower levels of funding will be for each year for the foreseeable future (i.e., 5 years.)*

Comment: How is the funding level determined? *HUD uses a formula that is based on the number of units, number of bedrooms and age of the buildings for each Public Housing Authority in the nation.*

Comment: How is the money that was designated for the rebuilding of the high-rise towers going to be redistributed? *The projects that are unfunded or waiting for funding to be available in future years will be reassessed and the money reallocated to the most pressing areas.*

Comment: Is there a limit to the amount of money that can be allocated from the Capital Fund for management improvements? *There is no limit to the allocation amount if the housing authority is an "Overall High Performer." Marin Housing will not be designated a high performer. There is a 20% limit to the allocation for management improvements for Marin Housing.*

Comment: What are the eligible areas for management improvement costs? *Comprehensive Grant Program Guidebook 7485.3 G allows, "provision of resident programs and services through coordination of hiring of contract or force account labor or use of existing staff" and various other resident-related social services, economic development, tenant opportunity, and security costs.*

Comment: Can the Golden Gate Village Resident Council receive funds for its programs out of the Capital Fund? *The Comprehensive Grant Program Guidebook 7485.3 G does not allow, "Funding of ongoing operating expenses of resident organizations, resident councils, or RMC's, or assistance to resident-owned businesses which do not relate to the provision of low-income housing."*

Comment: It appears that the work that was done on the Marin City balconies two years ago is defective; the concrete walkways at building 79 Cole are cracking. Is there going to be money allocated to fix them or is the contractor going to be held accountable and required to fix them? *The majority of the cracks do not cause a defect in the workmanship or the safety of the walkways. These surface cracks will be corrected by patching and painting the concrete. The contractor is in the process of replacing two of the panels. Building 79 was inspected following the RAB meeting. Cracks were identified that will have to be repaired or possibly replaced. The contract has expired. The contractor is being contacted to attempt to get him to correct the problem. If that is not possible, money will have to be reallocated to remedy the problem.*

Comment: When will all the kitchen cabinets in Marin City be remodeled? *The money has been allocated for at least two years. Kitchen cabinets have been changed in 50 low-rise units and the cabinets have been ordered for 30 more units. The remaining 80 low-rise kitchens are scheduled for completion with 2006 funds.*

Comment: Is there any money designated for a new irrigation system in Marin City? *The current plan is to continue to repair the current system. Most of the system is operable. To replace the entire system would be cost prohibitive.*

Comment: Carpet on the third floor hallway at Kruger Pines is in need of replacement. There does not appear to be any money in the budget for replacement of carpets in halls and common areas. How are the carpets to be replaced? *At the recommendation of the RAB, \$10,000 is being reallocated from the Golden Gate Village kitchen cabinets to Kruger Pines for carpet replacement.*

Comment: When will the water heater doors at Golden Hinde be replaced? *The doors have been a line item on the Capital Fund budget for several years. A set of doors has been purchased and will be hung by Marin Housing's maintenance staff. Once it is determined that the doors will fix properly and the style is accessible the remaining doors will be ordered and hung.*

Comment: Does Marin Housing still have to make loan payments to HUD, and if not what happens to the money that is allocated in the budget? *As far as Marin Housing is aware the loan payments are still outstanding, but HUD has not deducted them for the last three years and has not told us the amounts are forgiven. Therefore, MHA budgets the loan payment each year. If the money is not*

deducted, the budget is reevaluated and the money reallocated to pressing improvement needs already identified on the 5-year plan.

COMMUNITY SERVICE REQUIREMENT

Comment: We understand that HUD is requiring MHA to enforce the community service requirement. We also understand that most of the residents who are required to do the community service have not fulfilled the requirement. What action is Marin Housing proposing to take? *HUD has informed MHA that we must enforce this requirement. Residents who have not performed the required 8 hours of community service since October 2004 will be notified of their failure to meet the lease requirement and be given the opportunity to sign an agreement that they will perform 16 hours of community service during the upcoming annual lease period.*

Comment: What will happen to those residents who do not perform the community service hours? *The community service requirement is the performance of volunteer work for a total of 8 hours per month. In the case of non-compliance during the first year, Marin Housing may allow the non-compliant adult to cure the non-compliance by entering into an agreement that they will make up the missed hours as well as maintain the current hours during the next 12-month period. If the family fails to complete all required community service hours as specified under the agreement, Marin Housing must serve the household with a 30-day notice to terminate the tenancy for breach of the lease. If Marin Housing or the resident do not enter into an agreement to correct the breach, the household shall be served with a 30-day notice to terminate the tenancy for breach of the lease and the lease shall not be renewed. HUD is mandating MHA to proceed with enforcement of the requirement. Marin Housing has notified the residents of this requirement several times and issued a remainder again in the August 2005 newsletter.*

WAITING LIST POLICY

Comment: One of the RAB member had reviewed the Occupancy Policy for Public Housing and noted that the language in the policy required that the housing authority sort the applications by preference and then by date within each preference. A member expressed the desire for the policy to remain in effect and have all applications resorted. *This comment was noted and a review of the policy confirmed the conflict between the policy and the practice. The policy is being corrected. An analysis of the applications and, where necessary, a possible new preference ranking will be done.*

Comment: The RAB commented on the waiting list lottery system. Three of the members voiced a concern that the system does not appear to be fair to those applicants who have been waiting for years for assistance. The RAB suggests that the date and time of applications be considered in pulling applications for processing. *It was discussed with the RAB that to revert to a system based on date and time of the application would create a hardship on individuals applying for admission. All applications would have to be taken at the same place, where now applications are spread throughout the county allowing disabled individuals and persons without transportation to obtain an application in their areas. When the date and time was an important consideration in the timing of receiving assistance there would be long lines, which often resulted in physical confrontations and police action. Eliminating the reliance on "first come first served" has corrected that problem. The applications must be sorted by preference and priority first, should Marin Housing use a date system, the second sort would be the date. There would be no guarantee that the first people to apply would have a priority high enough to ensure that they would receive assistance quickly. Applications would rarely, if ever, be processed in the order they were received. Many housing authorities use the lottery system.*

Comment: HUD has informed Marin Housing that all transfers to other program areas must come off the waiting list and that there can be no more transfers between programs. What happens if there is an emergency need for a transfer out of Golden Gate Village? There is only one family public housing

complex in Marin. Where do these families go, are they to become homeless? *Marin Housing is changing its policy so that it may request a waiver of the "no transfer policy" from HUD when a life threatening situation exists and the sheriff or District Attorney supports the transfer.*

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Comment: Has the Section 8 Housing Choice Voucher budget stabilized so that Marin Housing will not lose vouchers? *For the year 2005, the budgeted amount of money will support fewer vouchers than in previous years. However, we have been issuing new vouchers this year, which is the first time in over two years that new participants are being given a chance to locate affordable housing under the program.*

Comment: What is the status of the Flexible Voucher Program proposed by the government? *It looks like this legislation will not pass this year. Marin Housing is watching the legislation closely and will report on changes as they occur.*

LOW RENT PUBLIC HOUSING DWELLING LEASE

Comment: Where does Marin Housing derive its authority to set the terms of a public housing lease? *All the clauses in the public housing dwelling lease are consistent with the Federal Regulations found in 24 CFR 966.4, which sets forth the lease requirements for public housing.*

Comment: Why does Marin Housing have to having parking permits at Golden Gate Village? It appears to be a waste of money and an administrative burden. *After consideration of this comment, a change was made to the lease exempting Golden Gate Village from the requirement to secure parking permits. The five Elderly/Disabled complexes prefer having the parking permits and feel that it stabilizes the situation surrounding the limited parking. The permit will continue to be issued in those five complexes.*

Comment: The proposed lease states that only one vehicle may park in an assigned parking space at a time. There are long parking slots on the Golden Gate Village property located by the high-rise buildings. There is limited parking on the property. Why can't two cars be parked in the long spaces that will accommodate two vehicles? *Following a site review of the property, the following change is being made to the proposed Dwelling Lease, "Residents in the high-rise buildings shall be permitted to park a second car in their space, as long as it does not block parking lot passage." However, the lease will still contain the clause that non-operational vehicles cannot be parked on the property. Where two cars are parked in a space, both cars have to be operational so they can be moved in case of an emergency.*

Comment: It does not seem fair to make a family wait for 30-days after the loss of income before reducing the rent. Any reductions in rent should be made immediately. *Rent is due on the first day of the month based on income earned during the previous month. When a family's income is reduced toward the end of the month the money for the rent has already been earned. However, Marin Housing understands that if the income is reduced during the first to the middle of the month paying the rent the next month might be a hardship. Therefore, the language is being changed as follows, "To qualify for a reduction in rent, the Resident or a member of the Resident's household must have experienced a decrease in income or other change in their financial circumstances that has or is expected to last at least 30 days or has occurred prior to the 15th of the month and has been reported by the 25th of the month. A decrease in rent will be effective the following month if the decrease in income occurred prior to the 15th of the month or is expected to last for a 30-day period and the change was reported by the 25th of the month."*

Comment: What happens when Marin Housing sends a notice changing a resident's rent and the resident does not receive the notice? Does the rent change go into effect according to the date on the notice? *Under applicable law, the notice is deemed delivered once it is placed in a proper mail receptacle with adequate postage affixed. However, it has been the practice of Marin Housing to modify an effective day if the resident can prove that they did not receive proper notice. This practice is being inserted in the lease and will read as follows: "... Marin Housing is not responsible for delays in postal delivery; said notification will be considered completed upon posting of the notice with the correct address with postage prepaid in a proper mail receptacle. However, where a delay in the delivery of said notice by the Postal Service can be verified, notice shall be deemed complete on the date of actual delivery to the Resident. A Postal Service stamp upon the envelope stating that an item was misrouted shall be considered proof of such delay."*

Two of the members of the Golden Gate Village Resident Council requested that the policy of Marin Housing allow the resident to inform Marin Housing that they did not receive the notice and, at that point, Marin Housing will re-serve the notice and/or allow the timing for action to run from the re-service of the second notice. Marin Housing has declined to insert this language. This type of action would be open to abuse and impossible to verify.

Comment: Marin Housing is paying interest on the Security Deposit to the resident at the vacate time if there are not damages and the rent and charges have been paid in full. However, HUD regulation, California State law, or ordinances of the County of Marin do not require the payment of interest on a Security Deposit to the resident. Because of major funding cuts to Housing Authority budgets, it seems it would be financially responsible of Marin Housing not to pay the interest to the resident but to use that interest for program expenses. *Marin Housing and the RAB agrees with this comment and new residents leasing units on Marin Housing's Public Housing Property will not be paid interest on the Security Deposit at the time they vacate. The small amount of interest earned on these minimal deposits will be used for program expenses.*

Comment: In the Section on termination there is a statement "other good cause" can this be clarified. *24 CFR 966.4 requires that Marin Housing list certain reasons for which the lease will be terminated. Marin Housing will add all those required reasons in an attempt to clarify justifiable reasons for a lease termination.*

Comment: Several residents stated that they would like the timeframes for responding to maintenance work orders to be specified in the lease. *The lease states "reasonable time" and HUD regulations specify timeframes for emergency work orders as 24 hours and routine work order as 30 days. Marin Housing expects work orders to be responded to as quickly as possible. The lease is not the place for setting performance standards. However, the management team will be monitoring maintenance service for the residents to ensure service is within acceptable performance standards set by Marin Housing.*

Comment: The language, "to comply with all obligations imposed upon Residents by applicable building and housing codes" is too vague. *However, following a review of the Federal Regulations 24 CFR 966.4 "Lease Requirements" it is required that the Dwelling Lease include the following language:*

"To comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety."

This clause is a HUD requirement, however the language materially affecting health and safety have been added to help clarify the clause.

Comment: What does "abuse of alcohol" mean? *The language in the lease states "abuse of alcohol that interferes with the health, safety, or right to peaceful enjoyment of the premises, property, or*

neighborhood by other residents, neighbors, or employees of MHA.” This language appears sufficient.

Comment: Comments were expressed that residents would like to have no termination notices given to residents for drug related criminal activities or violent criminal activity until there has been a criminal conviction. *HUD regulations at 24 CFR 966.4 (A) (12) require Marin Housing to assure that no tenant, member of the tenant’s household, or guest engages in: (A) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises... (B) Any drug related criminal activity on or off the premises, (C) any activity that disturbs the peaceful enjoyment of the residents’ use of the property. 24 CFR 966.4 (B) requires the dwelling lease to include provisions regarding the above requirement. HUD requires that “The lease **must provide** that drug-related criminal activity engaged in on or off the premises by any tenant, member of tenant’s household or guest, and any other activity engaged in on the premises by any other person under the tenant’s control, is grounds for the PHA to terminate tenancy...” “The lease **must provide** that violent- criminal activity engaged in by a member of tenant’s household or guest, and any other activity engaged in on the premises by any other person under the tenant’s control, is grounds for the PHA to terminate tenancy ...” HUD regulations also state, “...The PHA may evict the tenant by judicial action for criminal activity in accordance with this section if the PHA determines that the covered person has engaged in the criminal activity, **regardless of whether the covered person has been arrested or convicted** for such activity and without satisfying the standard of proof used or a criminal conviction.” The U.S. Supreme Court has upheld this mandate by HUD. Marin Housing has no option but to issue notices when it learns of a criminal activity and to proceed with the grievance action and, where necessary, eviction proceedings.*

It is important to note that there may be substantial evidence that a criminal act occurred but that evidence may not rise to the level required by a criminal code section and the District Attorney may decline to prosecute and/or may plea-bargain the case to a very low level. The criminal act could be serious enough to warrant a termination notice. Such situations as physical fights on the property, destruction of Marin Housing property, and use of drugs where there are witnesses who will talk with Marin Housing but not the police may never result in a criminal conviction but could result in eviction. The due process rights of residents are protected. This protection goes beyond what HUD regulations require. There are administrative grievance rights to be followed before Marin Housing can begin the civil court action. The civic court action affords all due process allowed under the law. Marin Housing is duty bound to protect the residents from criminal actions that endanger the lives, well being, and property and it cannot be held to a standard that does not allow it to meet this obligation. Therefore, the right to notice without a conviction needs to remain in the lease.

Comment: The lease talks about the resident having a business in the unit. What does that mean? *24 CFR 966.4 sets forth the regulations that allow businesses in the public housing unit. “With the consent of Marin Housing, members of the resident household may engage in legal profit making activities in the dwelling unit, as long as those activities are incidental to the primary use of the leased unit as the family residence.”*

Comment: The lease states that a resident must give a 30-day notice to terminate the lease and move. The residents would like the lease to have a clause that allows a resident to revoke the notice if they decide to remain in the unit. *This comment is accepted and the change has been made.*

Comment: There was a comment made that the residents would like the termination notice not to be put into the resident’s file. *This is a policy or procedural issue and not a matter for inclusion in the dwelling lease. However, it has been the practice of Marin Housing not to place the 14-day notice for non-payment of rent in the file if the resident clears the balance before a 3-day notice is issued. When a resident receives a notice of termination based on a breach of the lease and prevails at the grievance hearing or in court, they may request that the notice be removed from the resident file. This practice can be included in the Occupancy Policy.*

LOW RENT PUBLIC HOUSING COMPLAINT POLICY

Comment: There are several places in the procedure where the same instructions are found. Is there a way to centralize these instructions? *The policy has been modified and where possible the duplications have been placed in a definition section clarifying that the statements in that section apply to the entire policy.*

Comment: The old policy required that a hardship exist and documentation of that hardship be presented before a postponement of the hearing was granted. It was suggested that this language be changed to allow a standard postponement. *The policy was changed to allow for a total postponement period of up to twenty days. That period would cover the entire grievance process. Any postponement over twenty days would require documentation that a hardship exists.*

Comment: The GGVRRC objected to having Mediation Services named as the third member of the Hearing Panel. They requested that the two appointed members choose the third member. *A staff person from Mediation Services of Marin has been the combined appointment for the panel for over 25 years. Mediation Services is a resident advocacy group and allows for a well-rounded panel. Therefore, this change was not made.*

Comment: The GGVRRC objected to having the appointment period changed from two years to three years for the Grievance Panel members. *The appointment period will remain two years for the panel members.*

Comment: There was a comment that the expedited hearing process for violent criminal and drug related acts be eliminated. *HUD regulations at 24 CFR 966.50 allow for an expedited grievance procedure in drug related and violent criminal cases. It is and has been the policy of Marin Housing to take a strong stand against violent criminal and drug related criminal acts in and about the public housing property. It is in the interest of the residents that this policy continues. To allow a lengthy hearing process defeats the idea of swift action to protect the residents.*

Comment: The section that allows Marin Housing to proceed directly to a formal hearing for violent physical acts had two comments.

- ❖ It should include drug related criminal activity as drugs are often the cause of a violent act. *This drug related criminal activity is being included.*
- ❖ Marin Housing does not have the right to exclude the informal hearing for classes of grievances. *HUD regulations in 24 CFR 966.50 allow for an expedited grievance procedure. The regulations state that "informal settlement of grievance is not applicable." Since the purpose of the informal hearing is to attempt to reach a settlement it appears that it is within the HUD regulations to eliminate the informal hearing for certain classes of grievances. This is being done for acts that involve physical violence, hitting, shooting, etc. It is in the interest of the residents to remove individuals quickly who are physically violent before someone else is seriously injured.*